



Private Lesson Withdrawal Form

This form is applicable to private lesson withdrawals and should be used only after consultation with the appropriate Private Lesson Faculty or Department Chair. It must be returned in person or scanned and emailed to the Prep Registrar with the required signatures completed. Please note that any scholarship received for private lessons and courses will be reevaluated accordingly.

Date: _____

Student Name: _____

Number of lessons registered this year (check one): 24 30 35

Length of lesson (check on): 30 45 60 minutes

Number of lessons completed (write number of lessons): _____

Reason for withdrawal: _____

Required Signatures

Private Lesson Faculty: (Print) _____ (Sign) _____

OR

Department Chair: (Print) _____ (Sign) _____

(For office use only)

Dean of Prep School: (Print) _____ (Sign) _____

Registrar Initials: _____ Date Received: _____ Date Processed: _____ Refund approved?