

NOTICE OF CANCELLATION FORM

Student Information

- Student Name: _____
- Parent/Guardian (if minor): _____
- Contact Number: _____
- Email Address: _____

Enrollment Details

- Instrument / Program Enrolled: _____
- Start Date of Enrollment: _____
- Total Sessions Enrolled: _____
- Sessions Completed: _____

Reason for Cancellation

- Schedule Conflict
- Change in Personal Circumstances
- Financial Reasons
- Unsatisfied with Program
- Others (please specify): _____

Payment & Refund Policy (Please Read)

- Students may withdraw from the program only after the **first session**. The **50%** of the **one-time registration fee** will be refunded.
- If a student decides to cancel **after attending the second session onward**, the **full tuition fee (100%) will still be charged and must be settled in full**.
- A formal **Notice of Cancellation Form** must be completed and submitted to the school to process any withdrawal.
- Any unpaid balances at the time of cancellation must be cleared.

I have read, understood, and agreed to the above cancellation policy of RMusic Performing Arts Studio.

Signature

Student / Parent/Guardian Name & Signature: _____

Date: _____

Received by (Studio Representative): _____

Date: _____