

**EARTHTONE SCHOOL OF MUSIC**  
**30 Day Termination Notice**

**Notice of Lesson Termination**

Any student discontinuing their lesson program must submit this written notice, signed and dated by the authorized tuition payee, 5 business days prior to the 1<sup>st</sup> of the coming month in order to prevent a scheduled tuition payment. This includes students whose payments are not generated until the 5<sup>th</sup> or 15<sup>th</sup> as well as those students who pay tuition through a “bill pay” arrangement. A telephone call, voice-mail message and/or email notification is not sufficient notice.

If a signed and dated notice is not received, the coming month’s tuition will be charged and will not be refunded. Upon receiving written notice of intent to terminate lessons, the following month is designated as the pre-paid last month and students are encouraged to complete this month of lessons.

**Earhtone School of Music**  
**does not refund fees and tuition charges under any circumstance.**

**Notice of Lesson Suspension**

Students who need time off but will be returning to our lesson program are welcome to suspend tuition payments for up to 90 days. During this time, recurring debit charges will not be generated and the last month of paid lessons will be in good standing. However, the same written deadlines apply for suspension as for termination. Tuition fees will be charged if written notice is not received. Students who do not resume lessons within the 90-days will lose the last prepaid month’s tuition.

Returning students are welcome to schedule lessons based on current availability as to time and days of the week.

Please circle option below

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**Notice of Lesson Suspension**

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Authorized signature

Date