

BATON ROUGE MUSIC STUDIOS, LLC
DROP/SUSPENSION OF LESSONS FORM

Clients must give written (either this DROP/SUSPENSION OF LESSONS FORM, mail, or email billing@brmusicstudios.com) notice to the front office to discontinue lessons at least 30 days in advance. If a 30-day notice cannot be provided, students may drop immediately by providing written notice PLUS a \$30 early exit fee. Clients will continue to receive invoices until any unpaid balance and applicable fees are paid. After 60 days, the account will be sent to a collection agency.

Please note that a lesson drop or hold will result in the student losing his or her lesson time. Once lessons resume in the case of a lesson hold, the client must contact the front desk in order to schedule a new lesson time.

Today's Date*: _____ (dd/mm/yyyy)

Student Name*: _____

Last Day of Lessons*: _____ (dd/mm/yyyy)

Reason for Lesson Drop/Lesson Hold: _____

Will student be returning? Yes No **If yes, when?** _____ (dd/mm/yyyy)

Instructor Feedback: _____

Additional Feedback: _____

**Must be filled out to stop invoicing process.*

(FOR OFFICE USE ONLY)

(initial)

Master Schedule Edited _____

Info Entered in Quickbooks _____

Total Balance Paid _____