

# Brisbane Adventist College

## Instrumental Tuition – Un-enrolment Form



**IMPORTANT:** Students are automatically re-enrolled in the Instrumental Music Program from year to year. This form is only for students who wish to withdraw from the program. Students will not be withdrawn from the program and fees will continue to be charged until a completed un-enrolment form has been received. Students can only un-enroll from Instrumental Music at the end of a school Term, not during the term.

Student Name:	Class (Eg. 5C):
Parent/Guardian Name:	Best Phone No:
Instrument:	Instrumental Teacher:
Reason for discontinuing Instrumental Music Tuition	

I \_\_\_\_\_ wish to un-enroll my student \_\_\_\_\_ from  
 (Parent/Guardian)  
 Instrumental Music Tuition at Brisbane Adventist College and have ensured the following (please tick when completed):

- Instrumental Tuition Fees have been paid in full to the Brisbane Adventist College Accounts Office
- Hired instruments have been returned to the Head of Music in good condition.
- Where applicable, Tuition and Ensemble repertoire has been returned to the Instrumental Teacher

Signed: \_\_\_\_\_  
 (Parent/Guardian)

Date: \_\_\_\_\_

Office use only:	Signature	Date received: _____
Fees paid in full		<input type="checkbox"/>
Accounts Officer notified		<input type="checkbox"/>
Timetable adapted		<input type="checkbox"/>
Instrumental Teacher notified		<input type="checkbox"/>
Classroom Teacher notified		<input type="checkbox"/>
Hired instrument returned in good condition (Head of Music)		<input type="checkbox"/>
Ensemble Music returned (if discontinuing)		<input type="checkbox"/>