



# Music Showcase Education Center's **CANCELLATION & VACATION FORM**

**Please print and present the completed form in person to a sales associate at Music Showcase.** For your security, we ask that you do not mail the form as it can be lost or delivered late via US mail.

This form is only to be used to notify the management of a cancellation - not the ENDING - of music lessons. This means the student's attendance is expected after the date(s) of cancellation. To end your lessons, please contact us two weeks prior to the date of the last lesson in order to assure that your account balance is current and closed at the appropriate time. Please contact us at 685-5998 if you have any questions.

STUDENT'S NAME:
ACCOUNT NUMBER (if known):
USUAL LESSON DAY & TIME:
INSTRUCTOR'S NAME:
DATE(S) OF LESSON ABSENCE:
DATE OF FIRST LESSON UPON RETURN:
REASON FOR CANCELLATION:

## **CANCELLATION AGREEMENT**

I understand that this cancellation form must be completed and submitted **at least ONE WEEK prior to the absence date(s)**. This insures that I am not charged for a "no show." I understand that any monies paid toward the missed lessons will be credited to my account as long as I am within by Cancellation Allowance of two cancellation days per quarter as described in the Education Center's Terms and Conditions. I understand that **I must prepay for the next lesson (as always) to secure my lesson time upon my return.** I will contact the store if I am interested in having a make-up lesson, although I am aware that availability of make-up lessons is not guaranteed. If you have any questions regarding this matter, please contact me at \_\_\_\_\_.  
Please make sure this cancellation is noted on the master and teachers' schedules. Thank you.

\_\_\_\_\_  
Signature and Date

For Office Use:

ONLINE VACATION FORM - Rep: \_\_\_\_\_ Date \_\_\_\_\_ Check Schedule \_\_\_\_\_ Acct \_\_\_\_\_