



Manuel Creative Arts Academy
120 W 2nd St. STE 616
Dayton, OH 45402
937-902-5471
www.manuelarts.com
info@manuelarts.com

WITHDRAWAL FORM

To discontinue lessons and to discontinue charges to your account, fill out this withdrawal form 14 days before your last month.

We do not prorate tuition for the last month's lessons.

Students will be responsible for their last month's tuition whether or not they attend lessons.

No refunds are given for students missing their last month.

No exceptions will be made for moving, relocating, illness, etc.

By signing this form, I agree and understand that lessons are month to month, but I must let the Academy know 14 days before my last month. No exceptions will be made for me and no refunds will be given to me for this policy.

WRITE THE DATE OF THE LAST LESSON YOU WILL ATTEND: _____

NAME(S): _____

REASON FOR WITHDRAWING: _____

SIGNATURE: _____ DATE: _____