

The studio's exit policy is as follows:

1. Enrollment in the studio is continuous, year after year, regardless of the program the student participates in. Hence, there is no need to re-enroll on a yearly basis. The lesson day and time remain the same, unless a change is requested by any of the parties. A written cancellation is required to end membership in the studio.
2. This EXIT REQUEST form must be sent by email to [TheUgarteStudio@TheUgarteStudio.com](mailto:TheUgarteStudio@TheUgarteStudio.com). NO EXCEPTIONS UNDER ANY CIRCUMSTANCES. This includes high school students going off to college. A written response from the aforementioned studio's email must be sent acknowledging receipt. If no reply is sent by the studio in 48 hours, please send the email again as it has probably not been received.
3. The cancellation is effective the day this EXIT FORM is received.
4. No verbal or text cancellations are acceptable.
5. At least 2 full calendar months or 60 days, whichever is greater, are required for lesson cancellations. 2 months of tuition will be charged at the time of cancellation.
6. Any outstanding balances, as well as tuition for the remaining lesson time will be charged at the time of cancellation.
7. If the 10-Month program is not completed, as indicated in the Enrollment Package and the most recent emailed update, the respective month-to-month back charge will be applied.
8. The student can continue lessons until the end of the 2-month /60 days notice period. If the student does not do so, the tuition exit balance and any other outstanding amounts are still due and will be charged. Please indicate if you will be finishing the 2 months: **YES** **NO**
9. Any outstanding makeups, projects, participation in upcoming events, etc. are forfeited as of the cancellation date.
10. This policy supersedes any other exit or lesson cancellation information provided in the Enrollment Package.
11. Lessons are available remotely. Would you like to continue lessons remotely: **YES** **NO**
12. I have read this reminder of the studio's cancellation policy and hereby request for lessons to be terminated.

Student's Name (Please print)

Responsible Party's Name (Please print)

Parent's/Guardian's Name Party's Signature

Date