



Swim School KIDS | COMPETITIVE | TRIATHLETE

## WITHDRAWAL FORM

Withdrawal Procedure:

Written notice of withdrawal from Lessons is required by the 20<sup>th</sup> of the month to stop payment for the following month. Clients may withdraw after the three-month minimum has been completed. Automatic payment withdrawal will only be stopped when the form below is completed and returned to the front desk by the 20<sup>th</sup> of the month. Clients turning in withdrawal forms after the 20<sup>th</sup> of the month will be responsible for the next month's payment. SwimLabs does not provide refunds for withdrawals during the current month or for forms turned in late.

Phone calls, speaking to the front desk or leaving a voicemail does not constitute as written withdrawal.

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Participant(s) Name:

Parent/guardian name:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Reason for leaving:

Pricing

Schedule/Timing

Instructor

Taking a Break

Other/More Information: \_\_\_\_\_

We will be terminating lessons at the end of \_\_\_\_\_

**OR**

We will be putting lesson on hold for \_\_\_\_\_, a monthly fee of \$40 will be applied to each month that you are on hold.

Signature of Parent or Guardian: \_\_\_\_\_

*By signing, I agree to the above policy and understand that I am responsible for payments that may be incurred in the event that I have not adhered to the policy.*

Front Desk Use Only	
Date Received	
Date AP ended	
Staff Initials	

