

Refund & Withdrawal Request Form: Musicians Pro Academy

I am*

Adult Student

Parent of a Student

Student Full Name*

First Name

Last Name

Email*

Name of Course/Activity for Requested Refund/Withdrawal*

Instructor Name*

Reason for Requested Withdrawal/Refund*

The following information can be found on Musicians Pro Academy Music's website under [Policies and Procedures](#).

REFUND & WITHDRAWAL POLICY

Once submitted, this form will be delivered to MPA's Finance team. Once a decision has been reached, you will receive a notification via email.

Please be aware, MPA Faculty and Campus Staff are **not** permitted to authorize credits or refunds under any circumstances.

- **Before first scheduled class:** 100% of tuition* payments (less \$30 administrative fee) eligible for refund
- **Before third scheduled class:** 50% of tuition* payments (less \$30 administrative fee) eligible for refund
- **After third scheduled class:** No refund or tuition credit.

Administrative Fee for Withdrawals/Changes

A \$30 administrative fee will be charged for **ALL** withdrawal/change notices resulting in a refund.

Refund Payments

Refunds will be issued within 15 to 20 business days after written notice of withdrawal is received via the Withdrawal/Refund Request Form.

Please check the box in agreement to the following:*

The person submitting this form has read and understands MPA Withdrawal/Refund policies listed above. All withdrawals/refunds are subject to approval. Once a decision for the withdrawal/refund request has been made, a notification will be sent via email. Should a refund be granted, it will be refunded to the original form of payment. If the refund is by check, it will be sent by mail and can take up to an additional 15-20 business days.

If you have any questions, please email musiciansproacademy@gmail.com