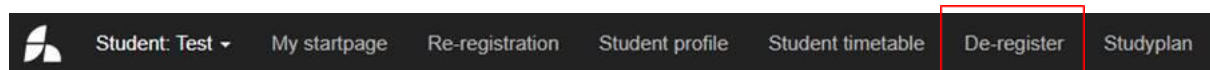


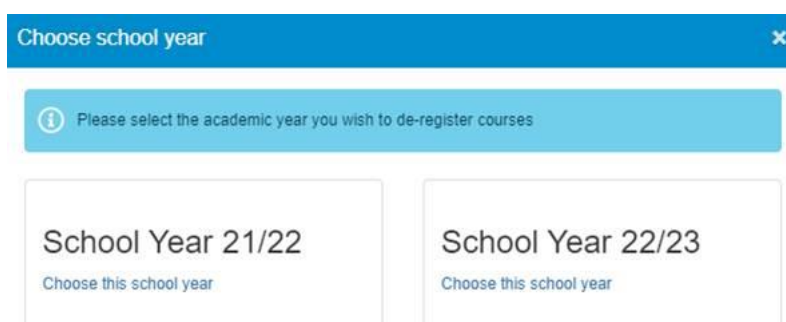
How to give notice that you no longer wish to continue

If your child no longer wishes to continue with group membership or instrumental lessons you must notify us through your Guardian SpeedAdmin account ([Click Here to Login](#)).

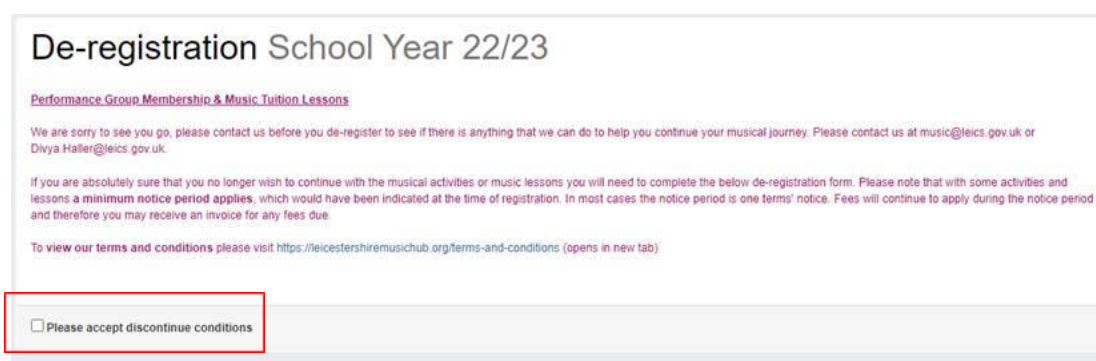
1. Once you have logged click on the '**De-register**' menu.



2. Select the relevant school year;

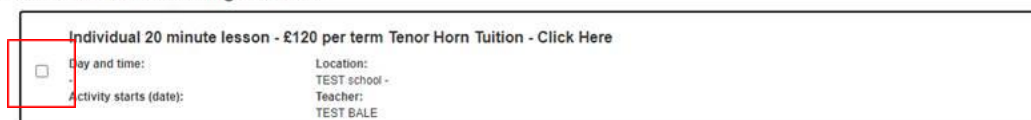
A blue dialog box titled 'Choose school year' with a close button (x) in the top right. Below the title is a light blue bar with an information icon and the text 'Please select the academic year you wish to de-register courses'. Below this are two white boxes. The first is 'School Year 21/22' with a link 'Choose this school year' below it. The second is 'School Year 22/23' with a link 'Choose this school year' below it.

3. Tick the check box to agree to the conditions (click on the link to view the t&cs')

A form titled 'De-registration School Year 22/23'. It contains a link for 'Performance Group Membership & Music Tuition Lessons', a paragraph of text, and a link to view terms and conditions. At the bottom, there is a checkbox labeled 'Please accept discontinue conditions' which is highlighted with a red box.

4. Select the course that you wish to de-register from and **tick the box**.

Discontinue the following courses

A table with one row. The first column contains a checkbox (highlighted with a red box) and the text 'Individual 20 minute lesson - £120 per term Tenor Horn Tuition - Click Here'. The second column contains 'Day and time:'. The third column contains 'Location: TEST school -'. The fourth column contains 'Activity starts (date):'. The fifth column contains 'Teacher: TEST BALE'.

5. Answer all of the questions:

Please answer the questions below

Please specify the date that you wish to cancel from

Please provide details as to reason for cancellation

Is there any feedback that you would like to give that will help us to improve our services moving forward?

Send de-registration notice

6. Click the '**Send de-registration notice**' button to submit your request to de-register.
7. Your application to de-register will be processed by our team and invoices updated in line with our terms and conditions and required notice period.

Notice Period

Membership or Lessons to stop	De-Register / Notify LM By
At end of Autumn Term	October Half Term
At end of Spring Term	February Half Term
At end of Summer Term	May Half Term

Terms & Conditions

To view Terms and Conditions please visit <https://leicestershiremusic.org/terms-and-conditions>