

## CMS Exit Policy

If a student is wanting to stop lessons with the CMS or a teacher decides it is best that a student does not continue lessons, these are the steps and processes that need to occur:

1. There must be at least 1 month notice to the student, teacher, and Executive Director of discontinuing lessons.
2. Within that month of notice, all accounts must be paid off and reconciled.
3. All lesson books must be returned to the appropriate teacher, if books were borrowed.
4. The instrument used for lessons must contain all parts and returned at the end of 1 month's time in good condition.

Also, the following questions may be asked to the student and/or teacher in order to help the CMS understand why the student wants to discontinue lessons.

1. What is the reason you are discontinuing lessons with the CMS?
2. Did you believe the price for lessons was reasonable?
3. Did you feel you were learning new knowledge about your instrument in lessons?
4. Did your teacher move you along at a good pace to keep you challenged and help you retain information?
5. Any other comments.

Thank you,

Brandi L. Young, MBA  
Executive Director of the CMS

