

WITHDRAWAL POLICY: You must give a minimum one month's written notice if you intend to withdraw your child from school. A Child Withdrawal Notice form is available online and in the office. Tuition will continue to be due for this notice period, and partial months of attendance must be paid in full. Your Final Balance Deposit will be applied to any outstanding balance once notice of withdrawal is given. Any remaining final balance is due and will be deducted automatically within three days of submitting the withdrawal notice.

Child's Name _____ Room # _____

Last Day Attending ____/____/____

Reason for Withdrawal _____

Intend to Return? No Yes: If you withdraw your child from school and wish to re-enroll in the future, you must re-apply for admission. Re-admission is not guaranteed. Contact the Director of School for further guidance.

Please accept this as one month's notice for withdrawal of my child as required by the Admission Agreement.

Parent Signature _____ Date ____/____/____

----- **OFFICE USE ONLY BELOW THIS LINE** -----

Received Date ____/____/____ Effective Last Day: ____/____/____
Final Balance Amount Due \$ _____ Refund Due \$ _____