

**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 child's Admission Agreement and / or Re-Enrollment Commitment Form may include additional obligations. Please refer to these documents for details.

The Final Balance Deposit held will be applied to any charges once notice of withdrawal is received. Any remaining balance, if applicable, is due and will be deducted automatically via Tuition Express.

**Child's Name** \_\_\_\_\_ **Room #** \_\_\_\_\_

**Last Day Attending** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Reason for Withdrawal** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Intent 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 Admissions Director 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 \$ \_\_\_\_\_