



Grace Early Childhood Center

STUDENT WITHDRAWAL

Parent/Guardian Section

Student's Name _____

Class/Teacher _____ Date _____

Parent's Name(s) _____

Forwarding Address _____ City/State _____ Zip _____

I hereby withdraw _____

Student's Name

from Grace Early Childhood Center, effective _____

Student's Last Day

I agree to return all books, materials, and/or equipment that belong to the center. I further agree to pay any associated tuition, fees, or fines that are still outstanding at the time of the withdrawal.

Full-day students: Parents planning on withdrawing their children from the full-day program should do so by submitting a withdrawal form prior to the 15th of the month. There will be no penalty, although the full month's tuition will still be due.

Half-day students: Parents planning on withdrawing their children from the half-day preschool program should do so by submitting a withdrawal form prior to the 20th of the month. The child's last day will be the 15th of the following month. There will be no refund for missed attendance during this time.

If you withdraw your child and re-enroll them in the same academic year, you will need to again pay the \$150 re-enrollment fee.

Reason for withdrawal (check appropriate): _____ Financial _____ Moving _____ Conflict
_____ Educational Options _____ Extended Vacation* _____ Other (please explain) _____

Signature _____ Date _____

Parent/Guardian's Name

*Extended vacation options:

- We would like to save our child's place by paying half of our child's tuition while we are gone. Our child will return on _____
- We are withdrawing our child and will not be holding their place. We will reapply when we return on _____ and we are aware that the enrollment fee will be added to the next tuition payment. We are also aware that we are not guaranteed availability when we return.

Please communicate this information to your child's teacher.