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Notice of Withdrawal

Minimum of 30 days in advance

As per our contract, please accept this letter as our official 30-day notice. We understand we are responsible for paying for a full 4 weeks of tuition less any security deposit if applicable regardless of termination date or final day of attendance.

If a 30-day notice is not given the parent/guardian is responsible for the full 30-day period (4 weeks tuition) and the security deposit is forfeit. Refunds will not be given for time not used and credits must be used in services.

Child's name

Classroom

Child's name

Classroom

Parent/Guardian Printed Name

Contact number if we have questions

Today's Date

Last day my child(ren) will attend

 _____
Parent/Guardian Signature(s)

Notes: _____

FOR OFFICE USE

Received by (Staff signature

Date

- Apply Deposit - amount \$ _____

Forfeit Deposit

Hold Deposit for return enrollment

Complete/Updated (staff initial): _____

Confirmed with Parent _____

Computer _____ Roll Sheet _____

Teachers _____