



# 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 15<sup>th</sup> 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 20<sup>th</sup> of the month. The child's last day will be the 15<sup>th</sup> 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 \$65 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.