



**NOTIFICATION OF STUDENT WITHDRAWAL**

*Initial application/acceptance and reenrollment contracts with Prince Avenue Christian School represent a binding agreement between a family and the school for the contract period, which is one school year. Because teacher contracts, school services, and curriculum and supplies are funded and purchased at the beginning of each school year based upon student enrollment, honoring the one year contract period is necessary to ensure the school delivers the services agreed upon during the enrollment/reenrollment process. Prorated tuition for early withdrawal is the exception, and any family who desires to withdraw their student prior to the end of the school year is expected to honor the financial commitment for the one year contract period. Exceptions are handled on a case by case basis, and any requests for prorated tuition must be made in writing to the Head of School. In cases where prorated tuition is awarded, families will be charged a withdrawal fee.*

In the event for any reason you need to withdraw your child from Prince Avenue Christian School, the parent must complete the student withdrawal form. This procedure must be followed to insure proper documentation of your child's enrollment status.

Until the parent completes the student withdrawal from, the student is still considered enrolled.

Name of Student: \_\_\_\_\_

Grade student is withdrawing from: \_\_\_\_\_

Date of withdrawal: \_\_\_\_\_

Name of school student will be attending: \_\_\_\_\_

Location: \_\_\_\_\_

Reason for withdrawing: \_\_\_\_\_

Items to be cleared before record release:

- |   |                   |
|---|-------------------|
| Tuition   | Library books     |
| Afterschool care charges                                | Lunch charges     |
| Books returned  | Athletic uniforms |
| 9th-12 grades iPad and all peripherals issued with iPad |                   |

Parent signature: \_\_\_\_\_ Date \_\_\_\_\_

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**Office Use**

School official \_\_\_\_\_ Date received \_\_\_\_\_

