

Church After School Association, Inc.

STUDENT WITHDRAWAL REQUEST

This letter serves as an official request to withdraw a student from the Church After School Association, Inc. Program. This process can take longer if the student has any outstanding balances being owed.

Please note: Only the parent/guardian who enrolled the student(s) may withdraw the student(s).

- ✓ The Executive Director should be notified two weeks in advance of the date a child is to be withdrawn. Failure to do so may result in all information being turned over to a collection agency. A withdrawal form must be filled out and signed by the parent when the child withdraws.
- ✓ Once a child withdraws, his/her spot will be filled from the current waiting list. If the parent decides to re-enroll the child, it may not be immediately possible, in which case the child will be added to the waiting list and will have to begin the enrollment process.

Date of Request: _____/_____/_____

Students Name: _____
LAST NAME MIDDLE FIRST

Please accept this document as written notice of request that I would like to withdraw my child from the Church After School Association, Inc. program. I understand that I may re-enroll my child as a new student at a later date, provided space is available. I also understand that a new enrollment form will need to be re-submitted with the due enrollment fees.

Student's Last Day: _____/_____/_____

Parent/Guardian Signature: _____

Date: _____/_____/_____

-----FOR OFFICE USE ONLY-----

By signing this form, I hereby acknowledge that all owed balances have been paid in full and that this document contains all of the necessary information needed to withdraw the above student.

Executive Director: _____

Date: _____/_____/_____

