



Parkway Christian School

Challenging Minds ♦ Capturing Hearts ♦ Cultivating Gifts

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www.parkwaychristian.org

Student Withdrawal Form

Should it become necessary for a student to withdraw during the school year, the following procedure must be completed

1. A one-week notice is required.
 - a. Tuition/Refund will be prorated based on actual number of days attended
 - b. Enrollment fee is non-refundable
 - c. **\$750 withdrawal fee is charged per student after August 1, 2019**
2. If the school dismisses a student, the one-week notice is waived. Tuition/Refund will be prorated based on actual number of days attended.
3. *Student Withdrawal Form* must be properly completed and returned to the school office. A meeting with an administrator is requested.
4. Books, instruments, athletic uniforms and school materials not returned, will be deducted from the tuition refund.
5. Financial obligations must be paid before student records can be released to another school.

Student Name _____ Grade _____

Notification Date _____

Last day of school _____

Reason for leaving:

May we schedule an appointment with an administrator to discuss your reason for leaving?

Yes _____ No _____

Parent/Guardian Signature _____

Date _____