

# PCS Withdrawal Form

Challenging Minds - Capturing Hearts - Cultivating Gifts



## 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 made for the months following withdrawal. Attendance during part of a month is considered a full month for refund purposes.
  - b. Enrollment fee is non-refundable.
2. If the school dismisses a student, the one-week notice is waived. Tuition/Refund will be made for the months following withdrawal. Attendance during part of a month is considered a full month for refund purposes.
3. *The Student Withdrawal Form* must be properly completed and returned to the school office.
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:

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

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date