

Parkway Christian School

Challenging Minds ♦ Capturing Hearts ♦ Cultivating Gifts

14500 Metropolitan Parkway, Sterling Heights, MI 48312-3412 Phone: 586.446.9900 / Fax: 586.446.9904

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 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:

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

Yes _____ No _____

Parent/Guardian Signature

Date