**Student Permanent Withdrawal Form**

*Please give at least 2 full weeks’ notice. Complete one for each child in family.*

Student Full Name Date of Birth 

Today’s Date  Date of last day attending K-Prep 

Reason for Withdrawal *(Kindergarten, Job Change, Moving, Cost, etc.)*



Family contact information (important for end-of-year tax forms\*)

Name 

Phone Number

Email 

Mailing Address\* 

Please acknowledge each of the following requirements with your initials.

Every attempt will be made to return personal belongings on the last day of care. Families will be contacted for any items missed and given 30 additional days to pick up before becoming property of K-Prep.

***Tuition is required for 2 full weeks*** after giving notice of withdrawal, regardless of child’s attendance.

Space for re-enrollment is ***not*** guaranteed. A $300 fee is charged in the event a family would like to re-enroll.

A temporary withdrawal for up to 14 weeks is available, with a weekly cost and a guaranteed space held for return.



Family Member Signature\* & Date Administrator Signature\* & Date

*\*Typing your name counts as an authorized signature.*