



STUDENT WITHDRAWAL NOTIFICATION

Student's Last Name, First Name (Print):	Date of Notification:
Parent's Last Name, First Name (Print):	Last Day of School:
Preschool Campus:	Preschool Class:
Reason for withdrawal (Print):	

WITHDRAWAL POLICY

Preschool fees are due on the 1st of the month and cover enrollment through the end of that month. No refunds or credits will be offered for partial enrollment in a month, **fees will not be pro-rated based on the student's actual final day.** (Example: Payment for October is due October 1 and is non-refundable. Student's final day must be on or prior to October 31.) Withdrawal notifications must be made in writing and should be submitted to the Preschool Coordinator, Miss Rosie Lopez: rlopez@communityarts.org

School Year:

1. Must be received on or before the 15th of the month of the withdrawal
2. Full payment of the next month will be assessed for withdrawal notifications received after the 15th of the month
 - a. Example: The full month of November will be charged for a withdrawal notification received after October 15.
3. No refunds or credits will be provided for non-attendance or lack of student participation
4. Will forfeit the \$75 non-refundable deposit

Summer Session(s):

1. Must be received on or before:
 - a. May 15 for Session I
 - b. June 15 for Session II
 - c. No refunds will be given for withdrawal notifications received after the above dates.
2. No refunds or credits will be provided for non-attendance or lack of student participation
3. Will forfeit the \$75 non-refundable deposit

Class Cancellation:

If a course is cancelled due to insufficient enrollment, a full refund will be made available. If a class session is cancelled by Community Arts Preschool and no make-up is offered, a refund will be made available.

Quality Assurance:

If you are not satisfied with the quality of our classes, please discuss your concerns first with your Lead Preschool Teacher or the Preschool Coordinator, Miss Rosie Lopez.

NOTIFICATIONS	DATE COMPLETED	BY
Rosie and Teacher Notified by email		
Withdrawal confirmation prepared and emailed to parent		
Processed in Perfect Mind		
Remaining scheduled payments terminated		
Removed from all waitlists? Ask parent		
Student File Updated and Filed		