

# Academy Student Withdrawal Form



## Early Withdrawal

- If a student is withdrawn from school early, for any reason, the effective withdrawal date will be considered thirty (30) calendar days following written notice.
- **The student's last day of school does not alter their effective withdrawal date.** For example, if a written notice was submitted on 10/1 and the student's last day of school was 10/15, their effective withdrawal date would remain 10/30 (30 calendar days after the written notice was received).
- Any remaining tuition balance is due in full in accordance with the terms of your contract.
- No refunds will be given for tuition, unless the optional Tuition Insurance Fee was purchased at the time of contract signing.

## Student Information

Please withdraw \_\_\_\_\_ from classroom  
(student name)

number \_\_\_\_\_. The last day my child will attend school is \_\_\_\_\_.  
(classroom number) (month/day)

Reason for withdrawal:

Name of Parent (please print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please return this form via email to [schase@sterlingmontessori.org](mailto:schase@sterlingmontessori.org).***

For Internal Use Only

Effective Last Day: \_\_\_\_\_ Tuition Insurance Purchased: Yes No