



# LITTLE TREASURES LEARNING CENTER



## WITHDRAW FORM

I, \_\_\_\_\_ plan to withdraw my child \_\_\_\_\_ from the \_\_\_\_\_ classroom at Little Treasures Learning Center, on \_\_\_\_\_ (last date attending the Center).

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Reason for withdraw/comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Parents,

This form must be completed and returned to the Director at least 30-days prior to your child's withdraw date. Parents are obligated to continue paying fees to meet this requirement regardless of child's attendance. Adjustments or pro-rated tuitions are not applicable for illness, vacations, and closings due to holidays or inclement weather. All fees, once paid are non-refundable. Once you have paid your child's tuition for the month, you are committed for the entire month. There is no exception to this policy.

Your security deposit will be applied to your last month's tuition as a credit when your child leaves the Center. Security deposits will not be credited unless this form is completed and submitted to the Director 30-days prior to your withdraw date.

In the case of an extended leave of absence from the Center, you must maintain continuous tuition payments in order to keep your child enrolled in the Center. Otherwise you may complete this form and withdraw your child from the Center based on the terms stated above, which come from the Parent Handbook. Upon withdrawing your child's space becomes available for open enrollment. If space is available upon return, a new Registration Fee and Security Deposit will be required prior to reinstatement and is subject to all previous conditions.

We hope you have enjoyed your child's learning experience. We wish your family the best and hope to see you again!

Sincerely,

Christine C. Glennon, Director

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date Received