



# Christ Lutheran Children's Center

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## Withdrawal Notice

### Withdrawal Policy

If you wish to withdrawal your child from Christ Lutheran Children's Center please keep in mind the following policies:

You must provide a two weeks written notice to withdrawal

If written notification is not provided, you will be required to pay all fees for the program in which your child was scheduled to attend

If your child is absent from the program for two weeks and you do not call to notify us, your child will be automatically withdrawn and can only be readmitted if space is available. You are fully responsible for the two weeks tuition

If I wish to re-enroll, an additional Registration Fee will be due

Vacation credit CANNOT be used for the last two weeks of attendance

Late fees will be added according to the contract if you fail to pay the last two weeks tuition.

You will be responsible for all late fees, collection fees, interest, and legal fees that accrue in the time it takes to collect the debt if you fail to pay

Child's Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Notice must be 2 (two) weeks in advance.

Date of Child's Last Day: \_\_\_\_\_

Reason for withdrawal: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_