

## K-Prep Learning Center Withdrawal

Child's Name on Account \_\_\_\_\_ Today's Date \_\_\_\_\_

Family Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Classroom enrolled \_\_\_\_\_ Last Day Attending \_\_\_\_\_

Reason for Withdrawal \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Family Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

*A two-week notice is required for withdrawal.*

*Tuition will be charged for two weeks, regardless of attendance.*

*Tax statements will be sent to the above email address in January of the next calendar year.*

*Questions or changes to above information must be sent to [claire@k-prep.com](mailto:claire@k-prep.com).*