

Northwest Christian Academy

WITHDRAWAL FORM

Student Name: _____ D.O.B.: _____ Grade: _____

Entrance Date to NCA: _____ Withdrawal Date: _____

Reason for Withdrawal: _____

Immediate Withdrawal - I am requesting to withdraw my child immediately from Northwest Christian Academy (NCA) forthwith. I am aware that I am responsible for the withdrawal fee as per the Enrollment Reservation Agreement and Financial Literacy Guide. I understand that I am responsible for any and all outstanding fees that may appear on my account in order to receive any records.

Signature (Parent or Guardian): _____

30 Day Notice of Withdrawal - I am requesting to withdraw my child from NCA and this is my thirty-day notice. I understand that I am responsible for any and all outstanding fees that may appear on my account in order to receive any records.

Signature (Parent or Guardian): _____

Cancellation of Re-Enrollment for Next School Year - I am withdrawing my child from NCA at the end of the school year and will not be returning for the upcoming school year. I understand that if I choose to return to NCA after the submission of this withdrawal form, I will be responsible for all fees (just as a new family) and therefore will be placed on a waitlist. Additionally, I understand that if I am a PASS parent, I relinquish all benefits and discounts applicable. I understand that I am responsible for any and all outstanding fees that may appear on my account in order to receive any records.

Signature (Parent or Guardian): _____

Attendance Record (to be completed by Registrar)

DAYS PRESENT: _____

DAYS ABSENT: _____

Teacher(s): Supply grades since last period & clear books.

| Subject | Grade | Textbooks Returned/Condition | Teacher's Signature |
|---------|-------|------------------------------|---------------------|
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Other Signatures (indicating records are cleared):

Registrar

Principal/Director

Accounting Office

Head of School

CUMULATIVE RECORDS/OFFICIAL TRANSCRIPT SENT UPON REQUEST