LUMEN CHRISTIAN ACADEMY

Withdrawal Notice

Please submit at least 2 weeks before your child's last day

Withdrawal policy

Lumen Christian Academy requires **two (2) weeks' written notice** of withdrawal. If proper notice is not given, parents will be charged the regular tuition rate for this period.

Date Submitted: _____ **Parent Name:** _____

Student name(s):

1. _____

2. _____

3. _____

Last Day of Attendance: _____

Reason for withdrawal:

Phone: _____ **Email:** _____

_____ _____

Parent / Guardian Signature Date

You will receive a phone call or email confirming your withdrawal and final billing.

Office use only

Date of Enrollment: _____ **Notice Received:** _____

2-week notice given: ☐ Yes ☐ No Final balance: $_____

Comments:

_____ _____

Processed by Date