

Good Tree Academy Withdrawal Policy

Student withdrawals are made effective by filling out this withdrawal form with 30 days notice. Tuition will be charged for 30 days from the date of the notice.

A withdrawal of a student after the school year has started effectively means that a Good Tree seat may be lost for a student who might have stayed the entire year. The withdrawal financially harms Good Tree Academy, a nonprofit institution whose expenses to begin with are not fully met from tuition sources alone. The 30 day notice attempts to mitigate this harm. If a replacement student does not enroll, the loss to Good Tree is clearly more than any mitigation offered by the 30 day notice. Moreover, written notice is also required to ensure the following can take place: an exit interview with the withdrawing student's parents, return of all school materials / property to the school, preparation of student records for release to the parents or another school.

If a student withdraws without notice, tuition is still due for one month following the withdrawal date which will be considered to be part of the family's account balance until paid. In the event of a withdrawal with or without notice, all **fees are non-refundable regardless of usage or the number of days enrolled** because Good Tree incurs fixed overhead on its expenses for the school year. Fees include admissions fees, re-enrollment, or materials/technology fees, student activity fees, etc. No school records can be released until the family balance is paid in full.

The only exception to the above 30 day notice is when a student has been enrolled for less than 15 calendar days which is considered to be an initiation period. Fees are still non-refundable in the event of a withdrawal within the first 15 calendar days. However, a withdrawal during the first 15 calendar days is not subject to the 30 day notice and the only tuition due will be a flat half month's tuition regardless of the number of days attended during the first 15 calendar days from the start of enrollment.

A signed version of this form must be on file with the Good Tree office for the admissions / re-enrollment process to be complete.

I acknowledge receiving this withdrawal policy and will abide by its terms.

Parent Name

Parent Signature

Date