



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 non-profit 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.

Going forward, refund 50% of book/supply fee up to 15 days after school starts. Any withdrawals (15 days) after school starts, no fee refunds. No other fees refunded including \$1000 commitment fee.

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.

Student Name

Student Grade

Parent Name/Signature

Date

Rev 9/10/14

WITHDRAWAL FORM

Today's Date _____	School Year _____	Grade _____
Last day of school _____	Date of birth _____	

This form verifies that _____ in grade _____ is hereby withdrawing from Good Tree Academy.

Email address	Mother _____	Father _____
Mailing address	_____	
Phone	(h) _____	(w) _____
School transferring to: _____		
Reason & comments for withdrawal: _____ _____		
I understand that no official records or information may be released until all fees and obligations have been cleared. All books to be returned to the teacher only. All official records are sent directly to the forwarding school. Initial _____		
Parent/Guardian Name _____		
Parent Signature _____		Date _____

Principal's Signature _____	Date _____
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For office use only

Financial Office: initial _____ <input type="checkbox"/> Tuition _____ <input type="checkbox"/> Balance due _____ <input type="checkbox"/> Any past due accounts _____	Textbooks & Materials: initial _____ <input type="checkbox"/> Library <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> English <input type="checkbox"/> Social Studies <input type="checkbox"/> Islamic Studies <input type="checkbox"/> Arabic/Hifz	Registrar's Office: initial _____ Records sent to forwarding school <i>(after principal's signature is on file)</i> <input type="checkbox"/> Academic <input type="checkbox"/> Health <input type="checkbox"/> Discipline
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