



Request for Withdrawal from Program

All withdrawals must be submitted to The Jointure office (not to the on-site staff) using this form.

Make sure your child, school administrators, teachers, transportation, care givers are aware of the withdrawal from the program. Any credit/refund for prepaid tuition will be reviewed upon receipt of the Withdrawal Form. At the time of withdrawal, if your account is not paid in-full, you are still liable for all payments owed, including late fees and processing fees. If you wish to re-enroll your child and space is available, if your account is in good standing, you will be given priority over new applicants.

Child's Name: _____ Circle One: AM PM Both

Reason for Withdrawal: _____

Program Location: _____ Last day of attendance: _____

I am the custodial parent or legal guardian of the above named child and I hereby request the my child be withdrawn from the Jointure's program as specified above.

(Signature of Parent/Guardian)

(Print name of Parent/Guardian)

(Date)

****There is a non-refundable \$30 Withdrawal Fee. A fee will be added each time a child is withdrawn from the program.****

FOR OFFICE USE ONLY:

Reviewed by: _____ Approved by: _____

Balanced owed: _____ Refund due: _____ Date: _____

Check Credit Card Debit Direct Debit

Date Processed: _____ Processed by: _____

**** Please allow 7-10 business days for refunds to be processed****