



## Faith Baptist School

### Student Withdrawal Form

Student's Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Withdrawal Date \_\_\_\_\_ Completing Term Remotely? \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Forwarding Address:

E-mail \_\_\_\_\_

Address \_\_\_\_\_

Forward Student Records To (if known):

School \_\_\_\_\_

Address \_\_\_\_\_

Please initial the following:

\_\_\_/\_\_\_ If withdrawing before 1 April of the current school year, a copy of forwarding orders or a contractual offer letter is required in order to qualify for prorated tuition. Prorated tuition will be calculated based on the withdrawal date of the student.

\_\_\_/\_\_\_ All open accounts must be paid in full before student records will be released.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

#### Office Use Only

Prorated Tuition Amount, if before 1 April \_\_\_\_\_

Balance on Student Account \_\_\_\_\_

Date Account Paid in Full \_\_\_\_\_

Date Final Grades Calculated / Posted \_\_\_\_\_

Student Records Forwarded to Parent/School \_\_\_\_\_

\_\_\_\_\_  
Administrator's Name

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date