



Mountaintop

CHRISTIAN ACADEMY

WITHDRAWAL FORM

Student's Name: _____

Student's Grade: _____ Student's Teacher: _____

Today's Date: ____/____/____ Effective Date: ____/____/____

Reason for Withdrawal:

Transfer School Name & Address: (We will send transcripts and medical records):

Parent's/Guardian's Name (printed): _____

Parent's/Guardian's Signature:

I certify that I am withdrawing the child named above from Mountaintop Christian Academy on the specified date. I understand that my student may not attend MCA after the effective date. I also understand that should I desire to re-enroll my child, I must repeat the registration and financial aid processes. Re-entry to MCA is not guaranteed. Financial Assistance that equates to the same quantity previously received is not guaranteed should re-entry be permitted. I understand that it is my responsibility to return all school property and will be billed should any items be missing or damaged. I understand that registration and tuition fees are forfeited under the policy noted below.

I certify that Mountaintop Christian Academy may transfer education and medical records for the child named above to the transfer school named above. Mountaintop Christian Academy also has permission to communicate to the transfer school named above regarding the child named above. If no transfer school is provided above, Mountaintop Christian Academy will transfer the records for the child named above upon receipt of a record request and upon satisfactory completion of the Mountaintop Christian Academy withdrawal process.

According to Mountaintop Christian Academy School Policy:

Parents wishing to withdraw a student must complete a withdrawal form. Withdrawals should be submitted 2 weeks in advance of the effective date and will not be accepted through any other media including but not limited to: phone calls, emails, conversations, letters. Once a student is withdrawn, the student may not attend MCA after the effective date. Families who become hostile to staff, students, or the learning environment as a whole during a withdrawal period may result in a premature effective end date decided by school leadership. If a parent desires to re-enroll a child, the parent must repeat the registration and financial aid processes. Re-entry to MCA is not

guaranteed. Financial Assistance that equates to the same quantity previously received is not guaranteed should re-entry be permitted.

Registration and tuition fees are forfeited upon withdrawal. There are a limited number of spaces available. Once these spaces are filled, additional students are placed on a waiting list. When a space is reserved, it should be with the intention to attend school. Once a space is reserved, school staff prepare for students by filing paperwork, purchasing and preparing supplies, and preparing physical space within the school. For these reasons, monthly tuition payments and registration fees are nonrefundable.

Tuition allotted for the month of withdrawal or previous months will not be refunded. Additionally, tuition and registration fees that reserve spaces which are withdrawn following March 1st for the following school year will not be refunded. Students on a 12-month payment plan will be required to pay back the difference of the prorated 10-month payment fee for months attended. Additionally, up to \$1,000 will be billed for curriculum and supplies if a student leaves before paying five months of a 10-month payment plan or six months of a 12-month payment plan. Additionally, all balances including tuition, lunch, curriculum, missing or damaged property, etc. must all be paid and all school property must be returned before records are released to a new educational institution. It is the responsibility of the parent to return all school property and will be billed should any items be missing or damaged.

MCA School Leadership reserves the right to waive the withdrawal fees. Greatest consideration for waiving withdrawal fees is for forms submitted at least 2 weeks in advance. In the state of Pennsylvania, a student is disenrolled by the educational institution after 10 consecutive unexcused absences. After 10 consecutive unexcused absences, a student is automatically disenrolled and no withdrawal fee waivers will be issued.