



Mountaintop

CHRISTIAN ACADEMY

WITHDRAWAL FORM

Student's Name: _____

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

Today's Date: ___/___/___ Effective Date: ___/___/___

Reason for Withdrawal:

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.

According to Mountaintop Christian Academy School Policy:

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 Additionally, tuition and registration fees that reserve spaces which are withdrawn following August 1st for the given school year will not be refunded.

<p><i>For office use only</i></p> <p>Date received: _____</p> <p>Initials: _____</p> <p>Notes: _____</p>
