



STUDENT WITHDRAWAL FORM

Parents must submit the Student Withdrawal Form 30 days in advance of the last day of attendance. OR, if they are choosing not to re-enroll for the 2023-2024 school year, they must submit this form by 1/16/23 in order to avoid being charged a registration fee and issued a financial agreement through FACTS. Please note that school accounts cannot be closed until all school issued supplies are returned and outstanding balances are paid in full.

In addition, per CA law, a private school may withhold, from the parent, grades, diploma or transcript pending the payment for damaged property, the return of loaned property, or any unpaid tuition or fees.

**Please fill out this form and return it to mreuter@heritagechristianschool.com
And, please fill out a separate withdrawal form for each student**

Student Name: _____ D.O.B. _____ Grade: _____

Notification Date: _____ Last day in attendance at HCS: _____

Reason for Withdrawal:

School, address and phone to transfer records (new school):

Parent Signature: _____ Date: _____

***Note: If you are moving out of the area, state or country, please provide the school office with the forwarding address.**