

# THE HABERSHAM SCHOOL

Established 2012

## Withdrawal Form

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Grade \_\_\_\_\_ Date of Withdrawal \_\_\_\_\_

### **Reason for Withdrawal (Please explain):**

- Academic Issues \_\_\_\_\_
- Discipline Issues \_\_\_\_\_
- Financial Issues \_\_\_\_\_
- Relocation \_\_\_\_\_
- Other \_\_\_\_\_

### **Send Records To:**

Parent/School Name \_\_\_\_\_

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### **Relocation Policy:**

*Because The Habersham School incurs expenses immediately upon a family's commitment to enroll a child for the academic year, families are obligated to pay the full amount of the tuition under the terms of the Enrollment Contract. In the event of a geographic relocation of the family beyond a 50-mile radius of Savannah, GA prior to the first day of school, the School allows for cancellation of the contract for returning and new students. After the school is notified in writing, a refund will be given of any tuition paid less a forfeiture fee of \$1,000 per student. This contract shall be interpreted in accordance with the laws of the State of Georgia.*

### **Cancellation Policy:**

*Understanding that circumstances may change soon after the enrollment deadline (date specified in respective year's Enrollment Contract), the School allows cancellation of the Enrollment Contract until (date specified in respective year's Enrollment Contract). The request for cancellation must be submitted to the Business Office in written form and received during office hours. Email notification is not an acceptable form of cancellation. Contracts cancelled according to this timeline will receive a 50% cancellation of the total contract liability. Requests for cancellation after (cancellation deadline specified in respective year's Enrollment Contract) will not be considered. Further, during the course of the school year, requests for cancellation in the event of a student's absence, withdrawal, or dismissal or for any other reason, or related to lack of adherence to the school policy or handbook from The Habersham School, will not be considered.*

I furthermore agree to abide by the policies stated in my signed Enrollment Contract as a part of the withdrawal process from The Habersham School. I understand my accepted contract liability as agreed upon in the Enrollment Contract and fully intend to uphold this agreement.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### **OFFICE USE ONLY**

- Academic Account: All books returned in good condition
- Athletics Account: All uniforms returned in good condition
- Tuition Account: All fees and tuition paid (Balance Due \_\_\_\_\_)
- Approved to Release Records Administrator Signature \_\_\_\_\_