



Rocking Horse Academy

30-Day (4 weeks tuition) Notice of Withdrawal

Child's Name _____ Classroom _____

Child's Name _____ Classroom _____

Please indicate in writing your notice to withdraw from Rocking Horse Academy. Include the date of notice and the last date your child will attend our school. Please note that "30-days" represents 4 weeks tuition. We do not prorate for partial weeks so please count 4 calendar weeks for your notice.

Last Day Of Attendance _____

Parent/Guardian Printed Name

Contact Number

Today's date

Parent Signature

Rocking Horse Academy Parent Handbook states that "If a thirty-day (4 weeks tuition) notice is not given, the security deposit is nonrefundable. If a thirty-day (4 weeks tuition) notice is given, the security deposit is applied to the last two weeks of tuition. If a parent has paid tuition in advance and given a thirty-day (4 weeks tuition) notice in writing, the security deposit will be refunded."

Notes _____

Staff Signature _____ Date Received _____

Office Use Only

<input type="checkbox"/> Refund Security Deposit <input type="checkbox"/> Forfeit Security Deposit <input type="checkbox"/> Hold Security Deposit for Return Enrollment

Updated(staff initial) Computer _____ Roster _____ Teacher _____ Parents _____
