



Rocking Horse Academy

30-Day Notice of Withdrawal (4 tuition weeks)

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 tuition weeks. 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 tuition weeks) notice is not given, the security deposit is nonrefundable. If a thirty-day (4 tuition weeks) 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 tuition weeks) notice in writing, the security deposit will be refunded."

Notes: _____

Staff Signature

Date Received

Office Use Only

- Refund Security Deposit
- Forfeit Security Deposit
- Hold Security Deposit for Return Enrollment

Updated (staff initial)

Computer _____
Roster _____
Teacher _____
Parents _____