



# Withdrawal Form

Students admitted to any of PSS's programs and its affiliates are enrolled continuously until parent/guardian(s) formally withdraw the student. We encourage families to think of the tuition they pay as a contribution to their children's education and life experiences. PSS recognizes that all families, despite personal income, undergo monetary and lifestyle transformations in order for their children to have the best education they can. This policy was written to ensure that the financial health of Prairie Sky School is maintained while at the same time working to meet the unexpected life situations that may arise from time to time with our families.

Please see PSS Withdrawal Policy (STU11-24-14) for full details and definitions.

1. Parents/Guardians considering withdrawing a student must set up a meeting with the executive director, principal, and classroom teacher. The purpose of this meeting is to, but not limited to:
  - a. Discuss parents/guardians' reasons for withdrawal.
  - b. Discuss date of withdrawal.
  - c. Discuss the requirements to have withdrawal accepted.
  - d. Discuss outstanding tuition/fees and payment options.
  - e. Discuss student's transition process from PSS to their next school/situation.
    - i. PSS honours significant occasions in our students' lives (i.e. birthdays, holidays, graduations, and withdrawals). Through ceremonies and celebrations, a student withdrawing from PSS would benefit from an opportunity to celebrate their time here, friendships made, and find closure by saying goodbye.)
2. For the Early Learning Centre, Early School Collaborative Day Program, and the Before and After-School Programs, and any other PSS Child Care Programs:
  - a. Two months' written notice on or before the first of the month, for the proceeding two-month withdrawal date must be given.
  - b. Two months' tuition may be paid in lieu of two months' notice.
3. For Junior Kindergarten through Grade 12:
  - a. Current school year withdrawal:
    - i. If written notice of withdrawal is accepted by November 1st of the current school year, parents/guardians will be responsible for the non-refundable fees plus 75% of the current school years' tuition fee (please see current student fee schedule; please note Supply & Activity Fees and New Student Registration Fee are always non-refundable).
    - ii. If written notice of withdrawal is accepted after November 1st of the current school year, parents/guardians will be responsible for the non-refundable fees, plus 100% of the current school years' tuition fee (please see current student fee schedule).



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- b. Upcoming school year withdrawal:
  - i. Written notice of withdrawal for the upcoming school year must be accepted by February 15th of the current school year in order to avoid incurring a withdrawal fee.
  - ii. If written notice of withdrawal for the upcoming school year is accepted after February 15th but before April 15th of the current school year, parents/guardians will be responsible for the non-refundable fees for the upcoming school year (please see current student fee schedule).
  - iii. If written notice of withdrawal for the upcoming school year is accepted after April 15th but before August 31st, parents/guardians will be responsible for the non-refundable fees plus 50% of the upcoming school years' tuition fee.
- 4. All outstanding tuition and fees must be paid before the withdrawal notice will be accepted.
- 5. One Time Deposits will be automatically forfeited for all withdrawals accepted after deadlines.
- 6. Supply and Activity Fees as well as New Student Registration Fees are always non-refundable.
- 7. A Notice of Withdrawal Form must be filled out and signed by the custodial parent/guardian(s).
- 8. All custodial parents/guardians must agree to the withdrawal of the child(ren) and sign the aforementioned form before PSS will accept the notice (i.e. One parent/guardian can not withdraw a student without all parents/guardians consent).
- 9. Withdrawal notice must be hand delivered to the principal and/or the executive director and will only be accepted during regular business hours.
- 10. Withdrawal notice will not be accepted while the principal and/or executive director or any of the custodial parents/guardians are away.

## Student Information (please print)

Student's Full Legal Name: \_\_\_\_\_

Class: \_\_\_\_\_ Requested Withdrawal Date: \_\_\_\_\_

(i.e. last day student will attend PSS)

Reason for Withdrawal:



# Withdrawal Form

Please describe your experience at PSS:

Please list areas where PSS excelled:

Please list areas where PSS may improve:

Any further comments you wish PSS to know:

Name of Parent/Guardian (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(dd/mm/yy)

Name of Parent/Guardian (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(dd/mm/yy)

Name of Executive Director (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(dd/mm/yy)



# Withdrawal Form

## Office Use Only

Date Withdrawal Form Received: \_\_\_\_\_

Families Account in Good Standing: \_\_\_\_\_

Outstanding Fees: \_\_\_\_\_

Withdrawal Accepted: \_\_\_\_\_

Comments: