



**CALVARY CHRISTIAN  
ACADEMY**

## Withdrawal Request Form

"Where God guides, God provides." Calvary Chapel certainly understands the calling of the Lord, whether it is into or out of certain situations. If you feel that God is leading you to relocate to another area or another local school, we want to help make that transition as smooth as possible.

**Please complete the following information for us to properly assist you in withdrawing your student and scheduling your exit interview with an administrator:**

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

*(Please print)*

*(For elementary only)*

Student Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

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Last date the student(s) will be in attendance at CCA: \_\_\_\_\_

**End of Year Withdrawal** – not returning 2016-2017 School Year: \_\_\_\_\_

Name of person withdrawing student(s): \_\_\_\_\_

*(Please print)*

Phone number of person withdrawing student: \_\_\_\_\_

Forwarding Address (if moving): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

New School Name & Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Reasons for leaving:** \_\_\_\_Moving \_\_\_\_Financial \_\_\_\_Distance \_\_\_\_Personal \_\_\_\_Other

Is there anything we could have done that would have prevented you from leaving?

\_\_\_\_\_  
\_\_\_\_\_

**Current Tuition Balance \$** \_\_\_\_\_ **Date** \_\_\_\_\_ **Accounting Signature** \_\_\_\_\_

By signing below I acknowledge and understand that the contractual agreement signed at registration states that the parent is responsible to pay the full tuition and fees for the academic year even if the student is voluntarily withdrawn or is dismissed from the school. I also understand that **records will not be released** until this completed and signed form is turned in, all CCA books and other property are returned, and all accounts are paid in full.

\_\_\_\_\_  
**Signature of Parent or Guardian**

\_\_\_\_\_  
**Date**

**Please sign and return completed form to Registrar Department**