



## Two Week Withdrawal Notice

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

Please accept this as written notification that \_\_\_\_\_

(child's name)

will be withdrawing from Daniel Island Academy on \_\_\_\_\_

(date)

Our decision for withdrawal is for the following reason(s):

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I understand that once I have submitted this two week notice my enrollment status will be considered inactive and therefore open to new enrollment.

I understand I am responsible for paying tuition through my two week notice.

I understand my tuition deposit is a guarantee of enrollment and exclusively applicable to the final two weeks or month of the agreed enrollment period, therefore withdrawal prior to the completion of the current enrollment period terminates any future enrollment commitment.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
DIA Representative

\_\_\_\_\_  
Date

**For Office Use Only:**

Distribute – D, A.D., B.M, A.M, F.D.

Withdrawal Letter sent \_\_\_\_\_

Inactive in Computer \_\_\_\_\_

Accounting \_\_\_\_\_

**DIA RECEIVED TIME / DATE STAMP**