



CHILD WITHDRAWAL NOTICE

WITHDRAWAL POLICY: You must give a minimum of two weeks' written notice (14 calendar days) if you intend to withdraw your child from Bright Beginnings NYC. Your notice must state clearly the LAST DAY that your child will attend Bright Beginnings NYC. Tuition will continue to be due until the LAST DAY. Any remaining final balance is due and must be paid within 3 days of submitting the withdrawal notice.

In the event that you prepaid any or all of the tuition for any period of the school year, and your child's LAST DAY falls before the end of the prepaid period, the balance of your prepaid tuition will be forfeited in full.

Child's Name _____

Last Day Attending ____/____/_____

Reason for Withdrawal _____

Intend to Return? q No q Yes:

If you withdraw your child at any time and wish to re-enroll in the future, space cannot be held in advance. You must complete this form and pay a non-refundable \$100 registration fee to be placed on the appropriate waiting list. Re-admission is not guaranteed, and cannot be confirmed more than 30 days in advance of your requested start date.

Requested Return Start Date ____/____/_____

Full Time (M, T, W, Th, F, 8:30 am – 5:30 pm)

Part Time (M, T, W, Th, F)

Morning session (8:30 am – 12:00 pm)

Afternoon session (1:30 pm – 5:30 pm)

Please accept this as my two weeks' notice for withdrawal of my child as required by the Admission Agreement.

Parent Signature _____ Date ____/____/_____