



SCHOOL WITHDRAWAL FORM

Date: _____

Name of Student: _____ Grade: _____

Date Withdrawn: _____

Reason for Withdrawing: _____

Concerns or suggestions the parents mention that may have impacted the decision to leave:

Parent's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

Office manager Signature: _____ Date: _____

ADMINISTRATION REFUND DECISION BASED ON SCHOOL POLICY:

Admissions Fee (50% refund): YES NO

REFUND AND WITHDRAWAL POLICY

➤ ADMISSIONS FEE:

- Admissions fees are non-refundable, except in the following cases, in which 50% of the Admissions Fee will be returned.
 - In the case of denied admission due to class capacity limit
 - In the case of denied admission due to failure to meet academic or behavioral criteria, as evidenced in the previous school transcript or placement test results
 - In the case of parent rejection of the financial aid decision
 - In the case in which one or more siblings is denied admission, resulting in commuting hardship
 - BEING ON WAIT LIST--NO THEY STILL HAVE A CHANCE

➤ RESOURCE FEE:

Resource fees are non-refundable.

TUITION:

The parent/guardian is responsible for the timely payment of the fees for the full school year from the time their child officially starts school at Al-Falah Academy.

A student's start date for attendance is considered:

- August 1, in the case that the child was enrolled before the first official day of school, OR
- From that child's first day of attendance, in the case that the child was enrolled after the first official day of school.

If parents decide to withdraw their child from the school, the parents must notify the school officially by means of the **AFA Withdrawal Form**. The completed Withdrawal Form will initiate the additional 3 months' tuition charge that the parents must pay for the remaining months of the year. If 3 months do not remain in the school year (for example, withdrawal in May), then the family is liable for payments through the end of the year.

- If the parents have paid the tuition in full at the start of the school year, they will receive a refund for all but 3 of the remaining months of the school year (through May).
- If the parents are paying tuition monthly, either on the 10-month plan or the 12-month plan, they will be required to **pay 3 additional months of the tuition for the remaining months of the school year (through May)**.
 - ❖ If payments are made **by credit card authorization**, Al-Falah Academy reserves the right to continue to charge their credit card on the first day of each month for the full monthly fee until the 3 additional months' amount has been reached.
 - ❖ If payments are made **by check or e-check**, Al-Falah Academy reserves the right to continue to deposit the monthly checks on the first day of each month until the 3 additional months' amount has been reached.

Tuition is not prorated for the calendar month. If paid monthly, the full month's tuition is due on the first day of each calendar month. Likewise, withdrawal is not prorated for the calendar month. Three additional months of tuition is counted for any portion of the remaining months of the school year, through May.

Failure to pay the additional Withdrawal fee will result in the withholding of student records. Al-Falah Academy reserves the right to initiate any legal action including reporting to credit reporting agencies.

Facility/ Security and BULK BOOK FEES:

They are not refundable.

PARENT MANDATORY SERVICE HOURS FEE:

Per the signed Agreement at the time of admission, parents are responsible for the Mandatory Service Hours, prorated to their time of attendance.