

Guardian Christian Academy
6851 Courthouse Rd.
Chesterfield, VA 23832
(804) 715-3210 phone / (804) 715-3237 fax



Withdrawal

As the legal parent/custodian, I _____ withdraw _____
(Print) (Print)
from Guardian Christian Academy. Said student's last day of enrollment at Guardian Christian Academy is _____. Per Parent-Student Handbook I understand that:

- A GCA withdrawal form must be submitted when a registered student will no longer be attending whether the decision is made prior to the first day of entry or during the school year; this is inclusive of the summer months as well.
- A two week notice is required if withdrawal occurs during the school year. Payment must be made through the calendar month in which the two-week notice ends.
- If a child is withdrawn before the beginning of the school year, parents are responsible for one full month of tuition as minimal compensation for the planning, staffing, and ordering done based on actual enrollment numbers.
- If a student withdraws during the school year and that account was paid by a lump sum, the remaining tuition will be refunded minus the amount of the lump sum discount.
- As is customary, records will not be released until all fees and charges – included but not limited to tuition, child care, late fees, and school related expenses - owed to Guardian Christian Academy are paid and accounts closed out.
- Readmission is not guaranteed should I desire to re-enroll said child. It would be necessary to go through the application process; the application may or may not be accepted at that time.

See the Parent-Student Handbook for more details including the withdrawal or mid-year dismissal of a high school student in regards to transcripts and earned credits.

I request a refund of any unused lunch/milk tickets: ____ yes ____ no.

Signature of Parent/Guardian *Date*

Social Security Number of Parent/Guardian *Email Address*

Student's Full name _____

Home Phone _____ DOB _____ Grade _____

Address _____

City _____ State _____

To equip students to become Christian leaders who impact the culture for Christ