

Admin Initials: \_\_\_\_\_



**BOYS & GIRLS CLUBS**  
OF BELLEVUE

# BE GREAT CLUB KIDS REQUEST TO WITHDRAW

**The procedure and policies to request to withdraw from the program are outlined in the registration and Parent Handbook. Please review these policies (below) and initial that you understand each of these items:**

\_\_\_\_\_ I understand if removal from the program is for the remainder of the school year. You cannot request to withdraw on a month to month basis.

\_\_\_\_\_ I understand that I must give one month's notice (30 days) to drop the program.

\_\_\_\_\_ If less than 30 days notification is received the last day of attendance will be considered 30 days from the date of notice.

\_\_\_\_\_ I understand that if my child's last day (or 30 days notice date if less than 30 days given) is between the 1<sup>st</sup> and the 15<sup>th</sup> of the month I will be required to pay half the tuition for the month.

\_\_\_\_\_ I understand that if my child's last day (or 30 days notice date if less than 30 days given) is between the 16<sup>th</sup> and end of the month I will be required to pay the entire tuition for the month.

Member Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ School: \_\_\_\_\_

Date of Withdraw (last day of attendance): \_\_\_\_\_

Reason for Withdraw: \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Activity Director: \_\_\_\_\_ Date: \_\_\_\_\_

Area Director: \_\_\_\_\_ Date: \_\_\_\_\_