



Un-enrollment Form

Per our enrollment agreement, we require 30-day written notice (in the form of an email or this unenrollment form) to un-enroll my child/children from school.

I understand that the obligation for full payment of tuition and other fees will continue until that 30-day withdrawal date.

This also applies to any temporary time off, such as for vacations or during the summer when I want to pull my child from school for a time and not have to pay tuition.

I also understand that if I temporarily un-enroll my child to stop paying tuition for a period of time, that my child's spot will not be held and may be filled by another student.

Please accept this as my 30-day notice to un-enroll my child/children from school.

Child/Children's names:	
Today's Date:	
Date of Withdrawal (Last day of school):	
This will be a temporary unenrollment. I plan for my child/children to come back to school.	Yes / No
Return Date (First Day back):	
Parent/Guardian's Name:	
Parent/Guardian's Signature:	

Received by Elements Staff:	
Date Received:	
Unenrollment date entered in ProCare:	Prorations entered in ProCare: