

# Not Returning/Withdrawal Form

## 1) Submission Instructions

Please complete this form and return to Admissions at Bearspaw Christian School (BCS) or email to:

[jennifer.stelmaschuk@bearspawschool.com](mailto:jennifer.stelmaschuk@bearspawschool.com)

## 2) Pre-Amble

*Bearspaw Christian School has a continuous enrollment policy. This means that each year families are automatically re-enrolled on February 1 for the following school year. If it is not your intention to return for the following year, or if you would like to withdraw during the year, this form must be completed in order to initiate the process of refunding any fees, if applicable. Please refer to the Financial Agreement for details on the terms and conditions of withdrawal. If you wish to attend BCS in the future, you will need to re-apply and meet the financial requirements in effect at the time of your reapplication. Readmission would also be subject to enrollment capacity and availability of classroom seats.*

## 3) Father's Current Contact Information

LAST NAME	FIRST NAME	
ADDRESS	CITY	POSTAL CODE
PHONE NUMBER	EMAIL ADDRESS	

## 4) Mother's Current Contact Information

LAST NAME	FIRST NAME	
ADDRESS – <input type="checkbox"/> SAME AS ABOVE	CITY	POSTAL CODE
PHONE NUMBER	EMAIL ADDRESS	

## 5) Forwarding Address (If Moving)

ADDRESS		
COUNTRY	CITY	POSTAL CODE / ZIP CODE
PHONE NUMBER	EMAIL ADDRESS	

## 6) Student Withdrawal Information

LAST NAME	FIRST NAME	GRADE	EXPECTED LAST DAY	NAME OF SCHOOL TRANSFERING TO

**7) Reason For Withdrawal**

Please select all that apply...

<input type="checkbox"/> My financial situation has changed due to Covid 19	<input type="checkbox"/> Student's academic needs not met
<input type="checkbox"/> Moving away from Calgary	<input type="checkbox"/> Student's needs for options not met
<input type="checkbox"/> Moving to another area within Calgary	<input type="checkbox"/> Student's social needs not met
<input type="checkbox"/> Cost of Tuition	<input type="checkbox"/> Not All Students in Family Accepted by BCS
<input type="checkbox"/> Dissatisfied with the School's direction	<input type="checkbox"/> Moving to Home Schooling
<input type="checkbox"/> Dissatisfied with the School's operation	<input type="checkbox"/> Other

**8) Additional Comments**

**9) Exit Interview**

Bearspaw Christian School would like to provide you with an opportunity to provide feedback to help us improve our customer experience for current and future families.

Yes, I would like to schedule an Exit Interview  
 No, I would not like to schedule an Exit Interview

**10) Late Withdrawal Fee Schedule for Withdrawals After January 31**

After January 31, if you choose to withdraw your student(s) from BCS or transfer to BCS @Home, a late withdrawal fee will be applied on a per student basis according to the month in which the Withdrawal Form is submitted. If you are submitting your Withdrawal Form after January 31, please indicate the applicable month and fee below:

- February \$500
- March \$1,000
- April \$1,500
- May \$2,000
- June \$2,500
- Full Tuition will be charged to students who withdraw after the last day of school.

**11) Signature (Required)**

By submitting this Withdrawal Form, I (we) acknowledge that I (we) will need to re-apply if we wish to rejoin BCS in the future, and I (we) agree with any applicable withdrawal fees.

MOTHER'S SIGNATURE	DATE	FATHER'S SIGNATURE	DATE