



Bearspaw Christian School

Not Returning / Withdrawal Form

Bearspaw Christian School operates on a continuous enrollment model, meaning current Kindergarten to Grade 11 students are automatically re-enrolled each year on **February 1st for the upcoming school year**.

- **Not Returning Withdrawal:** If your family **does not intend for a student(s) to return for the upcoming school year**, this form **must** be submitted to formally notify the school and initiate the withdrawal process. Submission of this form by the deadlines outlined on page 2 impact eligibility for refunds of certain fees, also outlined in your Financial Agreement.
- **In-Year Withdrawal:** If your family chooses to withdraw a student(s) **during the current school year**, please note that you remain financially responsible for the **full tuition for the remainder of the school year**, in accordance with the Financial Agreement, regardless of whether the student transfers to another school or to BCS@Home.
- **Future Readmission:** Families who withdraw and later wish for a student(s) to return to Bearspaw Christian School will be required to re-apply and meet the admissions and financial requirements in effect at the time of reapplication. Readmission is subject to enrollment capacity and classroom availability.

Completion of this form is required to initiate the withdrawal process and ensure accurate student records.

Mother's Current Contact Information		
LAST NAME	FIRST NAME	
ADDRESS	CITY	POSTAL CODE
PHONE NUMBER	EMAIL ADDRESS	

Father's Current Contact Information		
LAST NAME	FIRST NAME	
ADDRESS <input type="checkbox"/> SAME AS ABOVE	CITY	POSTAL CODE
PHONE NUMBER	EMAIL ADDRESS	

Forwarding Address (If Moving)		
ADDRESS		
COUNTRY	CITY	POSTAL CODE / ZIP CODE
PHONE NUMBER	EMAIL ADDRESS	

Student Withdrawal Information (Note: late withdrawal penalties may apply - see page 2)				
LAST NAME	FIRST NAME	GRADE	EXPECTED LAST DAY	NAME OF SCHOOL TRANSFERRING TO

We understand that the decision to withdraw from BCS can involve multiple factors. Please share any reasons or feedback that influenced your decision.

How has BCS influenced your child(ren)'s life?

How can we pray for your child(ren) and family during this time of transition?

Additional Comments

Not Returning Late Withdrawal Fee Schedule - Per Student (After January 31)

As per the Financial Agreement you signed when your child(ren) joined BCS, a late withdrawal fee will be applied after January 31, **on a per student basis**, according to the month in which this form is submitted.

If you are submitting your form **after January 31**, please indicate the applicable month and fee below.

February	\$500	<input type="checkbox"/>
March	\$1,000	<input type="checkbox"/>
April	\$1,500	<input type="checkbox"/>
May	\$2,000	<input type="checkbox"/>
June	\$2,500	<input type="checkbox"/>
July 1 Onward	Full Tuition for next school year	<input type="checkbox"/>

Have you discussed the withdrawal with your child(ren)'s principal?

Yes No

In-Year Withdrawals (Current School Year)

A withdrawal submitted for a student transferring out of BCS **during** the current academic year is considered a **late withdrawal**. Families who withdraw a student after the school year has begun remain financially responsible for the **full tuition for the current academic year**, in accordance with the Financial Agreement, regardless of whether the student transfers to another school or to BCS@Home.

Submission of the school's official Not Returning / Withdrawal Form is **required** to formally document the withdrawal and maintain accurate student records.

I / we understand that I / we remain responsible for the **full tuition** for the **current academic year**.

I / we have spoken with our child(ren)'s principal ***required**

Signatures (Required by both parents / all guardians)

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

MOTHER'S SIGNATURE

DATE

FATHER'S SIGNATURE

DATE