Notice of Withdrawal

Little Legends Learning Center requires a **minimum of 30 days' written notice** prior to the withdrawal of a child from our program.

- "30 days" is defined as **30 calendar days** beginning the day this written notice is received by the office.
- If a full 30 days' notice is **not given**, the deposit will be forfeited, and the parent/guardian will remain responsible for the full 30 days of tuition, regardless of the child's attendance.

Deposit Policy

At the time of enrollment, families paid a deposit equal to one week of tuition. This deposit will be **applied toward the final one or two weeks of tuition** (depending on the deposit amount) as follows:

- **If the deposit is less than one week of tuition:** The deposit will be applied to the final week of care, and the family is responsible for the remaining balance.
- If **the deposit equals one week of tuition:** The deposit will cover the final week.
- **If the deposit is more than one week of tuition but less than two weeks:** The deposit will be applied toward the second to last week of tuition. Any remaining credit will go towards the final week of tuition, and the remaining balance must be paid by the family.

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Withdrawal Details

Child's name: _____ **Classroom:** _____

Today's date: _____ **Last day of Attendance:** _____

I understand and agree to the withdrawal terms stated above, including the 30-day notice requirement, deposit application, and financial responsibility for final tuition payments.

Parent/Guardian Signature: _____ **Date:** _____

Administrator Signature: _____ **Date:** _____

**This form must be returned to the office to ensure final billing is resolved.*

OFFICE USE ONLY

RECEIVED BY _____ DATE RECEIVED _____