



WITHDRAWAL FORM

(Please refer to withdrawal policies on reverse)

You must use this form to officially withdraw from LBA during the school year (from the first day of classes to the last day of classes). Mere absence from class does not constitute due notice of withdrawal.

STUDENT NAME: _____
(Please print) LAST FIRST

PARENT NAME: _____
(Please print) LAST FIRST

FORWARDING ADDRESS: _____
STREET CITY/STATE ZIP

REASON FOR WITHDRAWAL: *(Please check all that apply)*

<input type="checkbox"/> Change in family finances	<input type="checkbox"/> Transportation/location	<input type="checkbox"/> Academic atmosphere
<input type="checkbox"/> Work or job change	<input type="checkbox"/> Program too difficult	<input type="checkbox"/> Social atmosphere
<input type="checkbox"/> Medical reasons	<input type="checkbox"/> Program not difficult enough	<input type="checkbox"/> Other

Additional Comments: _____

LAST DAY OF ATTENDANCE _____
Month / Day / Year

PARENT SIGNATURE: _____ SIGNATURE DATE: _____

I understand that I must clear all outstanding financial obligations (such as Food Services, School-Age Child Care, etc.) and that, until the Office has been notified of such clearances, I cannot receive transcripts upon request.

Return this form to the School Office.

FOR OFFICE USE ONLY

HEAD OF SCHOOL DATE _____

ADMISSIONS & FOOD SERVICES (Lunch Charges Due) DATE _____

STUDENT ACCOUNTS (Tuition or Refund Due) DATE _____



POLICIES ON WITHDRAWAL

1. Parents who decide to withdraw their child(ren) from LBA during the school year (anytime between the published first day of classes and the last day of classes) must complete an official withdrawal form, which will be provided by the school office upon request. A two-week notice is strongly encouraged for all withdrawals.
2. If a student withdraws, any remaining tuition balance is due at the time of withdrawal. LBA does not issue tuition refunds once an enrollment contract is signed. In cases of extenuating circumstances, families may submit a written tuition refund request, which will be reviewed on a case-by-case basis by the administration.
3. If school is in session at the time of withdrawal and the student has been attending school during that academic year, all textbooks must be returned.
4. Failure to attend class does not constitute a withdrawal. Parents/guardians will continue to be billed, and students may receive failing grades for missing assignments, until an official withdrawal form has been received.
5. No school records will be released to the parents/guardians or to transferring schools until the withdrawal process has been completed and the financial account fulfilled.