

**INSTRUCTIONAL PROGRAM WITHDRAWAL REQUEST**

Below is the request for withdrawing from a Fort Stewart/ HAAF Instructional program. This applies to Music, Dance, Martial Arts, Gymnastics, SKIES Unlimited, or any other class offered through Child, Youth & School Services.

1. Written notification may be done by submitting this form to Parent Central Services office located at 844 Gulick Avenue, Building 442, or faxing to ATTN: SKIES Instructional Program Specialist at (912) 767-5334.
2. In order to stop billing for the following month, there must be two weeks notice of the intent to withdraw from the class. This requirement may be waived in some cases involving serious illness or injury or family emergency.
3. Non-attendance is NOT considered an official withdrawal. Parent or student notification of instructor will not be accepted as official withdrawal.

Name of Student \_\_\_\_\_

Name of Parent/Sponsor \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Class from which student is withdrawing \_\_\_\_\_

Day and time this class meets \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Last day of attendance \_\_\_\_\_

Reason for withdrawal \_\_\_\_\_

\_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

Date form received \_\_\_\_\_ Date child is withdrawn \_\_\_\_\_

Amount owed \_\_\_\_\_ Date ISP is notified \_\_\_\_\_

Additional information \_\_\_\_\_

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