

Academy Withdrawal Form

academies@sd44.ca

Academy programs are staffed based on enrollment. Payment of the Commitment Fee completes the registration process, committing the student for the duration of the school year, with the following exceptions:

1. Illness / Injury / Medical

A student requesting withdrawal from an academy for medical reasons must submit this form along with a physician's signed note (**must be attached to this form**). Fees will be discontinued effective the last day of the month in which the documentation is received by the School District.

2. Move Out of District

Receipt of this completed Withdrawal Form is required a minimum of 15 days before the end of the month if a student is moving out of North Vancouver School District and wishes to withdraw from an academy. Fees will be discontinued effective the last day of the month in which the Withdrawal Form is received by the School District.

3. Reasons Other than Above

Receipt of this completed Withdrawal Form is required a minimum of 15 days before the end of the month for a withdrawal request to be considered. Withdrawal requests will be reviewed by the District Principal in consultation with the academy teacher. Fees will be discontinued effective the last day of the month in which the Withdrawal Form is received and approved by the School District.

Note: Placement in an alternate course is dependent on space and determined by the student's home school.

1. Parent Name _____ 1. Parent Signature _____ Date _____

1. Parent email: _____ 1. Parent Phone Number: _____

2. Parent Name _____ 2. Parent Signature _____ Date _____

2. Parent email: _____ 2. Parent Phone Number: _____

Student Name _____ Grade: _____ Home School: _____

Withdrawing From: _____ Academy

Reason For withdrawal: (#1, 2, 3): _____

Student Signature _____ Date: _____

Home School Counselor Signature: _____ Date: _____

Home School Records Clerk Signature: _____ Date: _____

Note: Commitment Fees are non-refundable. If a withdrawal is approved, a refund of any balance received in advance will be processed by the same method as the original payment.

Records Clerks: Please email this completed form and all associated documentation to academies@sd44.ca - subject line 'Withdraw'.