



Creekside Christian Academy

Withdrawal Policy

When withdrawing, Creekside Christian Academy follows a semester tuition policy. The first semester is defined as August - December and the second semester is defined as January - May. If it is necessary to withdraw your child for any reason (travel, full time employment, sickness, change of education direction) from Creekside Christian Academy you are required to provide a **minimum of a 60 day notice** by emailing the Director, Karen Roney, karenronney@creekside.net. The "Withdrawal Notice Form" will be sent to you electronically. To avoid any additional penalties, this form will need to be filled out and returned with the balance due. Please note, this notification does not change the semester contractual payment agreement.

Examples (based upon the aforementioned 60-day notice policy):

- **Withdraw a child in October: Tuition for October through December is owed.**
- **Withdraw a child in November: Tuition for November and December is owed.**
- **Withdraw a child on January 5th or after: Tuition for February through May is owed.**
- **Withdraw a child in March: Tuition for April and May is owed.**