



ST. PHILIP'S
SCHOOL & COMMUNITY CENTER

St. Philip's School and Community Center

Withdrawal Request Form

- This Withdrawal Request Form must be filled out completely and returned to The Office of Admissions via Email: admissions@stphilips.com or Fax: 214-421-0456
- One form per student.
- Please review your enrollment agreement details and the Parent/Student Handbook for withdrawal and tuition obligation information.

○ *Parents are responsible for the annual amount of Parent co-pay towards tuition as listed on the fee schedule, even in the event that the child is withdrawn from school. No refunds of tuition deposits, tuition co-pays, or special fees will be made except as expressly set forth herein. No refunds will be made for absences, withdrawals or dismissals, and all outstanding balances are due in full upon withdrawal. Payments are not transferable to other siblings. Official school transcripts will not be released until balance is paid in full*

- The Office of Admissions will send an email to confirm student(s) withdrawal. It is the responsibility of the parent/guardian to follow up with the business office regarding tuition obligation.

NOTE: Students graduating from 8th grade do NOT need to submit a Withdrawal Form.

School Year: _____

Student Name: _____
Last First

Present Grade: _____ Homeroom Teacher: _____

Forwarding Address (if moving): _____

City: _____ State: _____ Zip Code: _____

Date of Withdrawal: _____ Reason: _____

Name of School Student Will Attend: _____

School Address: _____

City: _____ State: _____ Zip Code: _____

Signature of Parent or Guardian _____

Date _____
