

STUDENT DROP-OUT FORM

One month notice is required to discontinue classes. TODAY IS MY CHILD'S LAST DAY IS UNACCEPTABLE! Notice must be given on the first of the month by the parent/guardian and not by the student. After the first week, you are considered in contract for that month and therefore, withdrawal will take effect the following month.

STUDENT NAME _____
DATE OF NOTICE _____

LAST DAY OF CLASS-This must be determined by HMD staff to be compliant according to signed policies _____ Approved _____
REASON FOR DROPPING OUT _____
AMOUNT DUE _____ AMOUNT RECEIVED _____

Parent Signature/Date

Administrative Staff/Date

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