



WITHDRAWAL REQUEST FORM 2024/2025

Withdrawal forms MUST be submitted to registration@epd.org prior to your child's last day of attendance. Prorated refunds are based off the last date of recorded attendance or three days after receiving the form, whichever is later. The \$125 Registration Fee paid at time of registration is non-refundable, and not factored into prorated refunds/credits.

It is the parent/guardian responsibility to notify their child's school, teacher, and site director of their last day.

Child's Name: _____
(Last) *(First)*

Location:

- Conrad Fischer
- Edison
- Emerson
- Field
- Hawthorne
- Jackson
- Jefferson
- Lincoln

Withdrawal From:

- AM Rec Station
- PM Rec Station

Parent/Guardian Phone: _____

Last Day of Attendance: _____

Reason for Withdrawing from the Program:

PARENT SIGNATURE

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Parent/Guardian's Signature _____ Date _____

Office Use Only	
Date Received:	_____
Received Email Sent:	_____
Withdrawal Date:	_____
Copy to Supervisor:	_____
Processed Date:	_____
Site Notified by Supervisor	_____