



Child & Youth Programs

Withdrawal Request Form

Parents are required to provide a 30-day termination/disenrollment notice to withdraw from full day or before, after, before/after school care program. Patrons who fail to provide a 30-day termination/disenrollment notice will be charged the applicable fees. Patrons who provide more than a 30-day termination/disenrollment notice are eligible to receive a withdrawal discount of ten percent when paying. The one-time reduction will be applied to the final (last full billing cycle) payment for full day and before, after before/after school care program. This reduction is not applied to Families transitioning to other on post CYS/CYP program (e.g., transitioning from CDC to SAC, etc.), Families being supplanted, and DoD contractors and specified space available patrons.

List of child(ren) who will be withdrawn

Sponsor's Name	Child's Name	Last Day of Attendance

REASON FOR WITHDRAWAL: _____

By signing this form, I am formally requesting to withdrawal my child(ren) for the CDC Program.

Sponsor Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Received by: _____ Initials: _____ Date: _____

Processed in CYMS by: _____ Initials: _____ Date: _____

Final Bill will be due on: _____ In the amount of: _____

Manager approval by: _____ Initials _____ Date: _____

USDA and Financial Forms pulled on: _____ Child's file close out on: _____