



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 pcsing. 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List of child(ren) who will be withdrawn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: _____	