

K.E.Y.S.
KINGDOM
EDUCATION
for YOUNG SCHOLARS

KEYS WITHDRAWAL FORM

You must pay any existing balance on your account in order to withdraw from KEYS.

STUDENT NAME: _____

EFFECTIVE DATE: _____ Withdrawl Fee Submitted (\$20): _____

REASON FOR WITHDRAWAL: _____

CLASSES / monthly tuition for each: _____

PARENT SIGNATURE: _____

OFFICE USE ONLY

DATE RECEIVED BY KEYS OFFICE: _____

QuickBooks Tasks

- _____ Delete recurring trans (mthly invoice)
- _____ Journal – surrender May tuition (GFP)

- _____ Check: zero balance?
- _____ Make student inactive
- _____ Make parent inactive (if necessary)
- _____ Record teacher pay adjustment(s)
(add GFP)

KEYS Website Tasks

- _____ Delete all class from student acct
- _____ Make student inactive
- _____ Make parent inactive (if necessary)

KEYS Office Tasks

- _____ Pull student file from paper files
- _____ Pull med form from notebook