KEYS WITHDRAWAL FORM 2026-27

STUDENT NAME: _____

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

*Have you already completed your Family Ministry job? _____(yes/no) If NO, you must also submit your $250 opt-out fee.

____Check here if you paid the $250 opt-out fee at the beginning of the year.

*Have you paid the effective month's tuition? _____ (yes/no)

REASON FOR WITHDRAWAL: _____

_____

CLASSES: _____

_____

PARENT SIGNATURE: _____

***The $20 withdrawal fee and any outstanding balances MUST accompany this form.**

OFFICE USE ONLY

DATE RECEIVED BY KEYS OFFICE:_____

QuickBooks		**Website**		**Other**	
	Delete recurring trans (monthly invoice)		Delete all classes from student account		Contact teachers
	Journal-surrender May tuition (GFP)		Make class seats zero		Contact ministry coordinator
	Invoice withdrawl fee		Delete Student		Contact birthday board coordinator
	Record withdrawl fee payment		Make parent inactive (if necessary)		Record teacher pay adjustments (add GFP)
	Check: zero balance?	**CANVAS**			Remove from Mailchimp
	Make student inactive		Remove from classes		Remove from Clicksend
	Make parent inactive (if necessary)		Delete account		Update registration document
					Update MOST if applicable