



# KEYS WITHDRAWAL FORM 2022-23

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

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 \$100 opt-out fee.

\_\_\_\_ Check here if you opted to pay the \$100 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: \_\_\_\_\_

### 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		Make student inactive		Contact birthday board coordinator
	Record withdrawl fee payment		Make parent inactive (if necessary)		Record teacher pay adjustments (add GFP)
	Check: zero balance?				Remove from Mailchimp
	Make student inactive				Remove from Clicksend
	Make parent inactive (if necessary)				Update registration document
					Update family directory
					Update attendance sheet (if necessary)