



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): _____

*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.

REASON FOR WITHDRAWAL: _____

CLASSES: _____

PARENT SIGNATURE: _____

OFFICE USE ONLY

DATE RECEIVED BY KEYS OFFICE: _____

QuickBooks

- _____ Delete recurring trans (monthly invoice)
- _____ Journal – surrender May tuition (GFP)
- _____ Invoice withdraw fee
- _____ Record withdraw fee payment
- _____ Check: zero balance?
- _____ Make student inactive
- _____ Make parent inactive (if necessary)
- _____ Record teacher pay adjustment(s) (add GFP)

KEYS Website

- _____ Delete all classes 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
- _____ Contact Ministry Coordinator
- _____ Contact Teachers
- _____ Remove from Mailchimp
- _____ Update Excel Attendance sheets