



COVENANT CHRISTIAN ACADEMY

Continuous Enrollment Opt Out or Student Withdrawal Form

Parents must submit this form to Covenant’s Business Office in order to opt out of Continuous Enrollment (CE) for the following year or to Withdraw a student from Covenant. Please be aware that families who opt a student out of CE on or after March 1st will be responsible for the \$200 CE fee. Families who opt a student out of CE after June 1st or withdraw a student after July 1st will also be responsible for an amount of additional tuition. (See Section 9.5 of Parent-Student Handbook).

If after opting out of CE you decide you would like to re-enroll a student, please contact our Admissions Director to see if space is available and to complete the necessary re-enrollment steps.

Parent’s Name (please print): _____ **Date:** _____

Please list name and grade of students you are opting out of CE or withdrawing from Covenant:

_____ Opt Out of CE OR Withdraw Declaration:
Student Name and Grade **(Must Circle One of the Above Options)**

If withdrawing, we desire student’s last day to be: _____

_____ Opt Out of CE OR Withdraw Declaration:
Student Name and Grade **(Must Circle One of the Above Options)**

If withdrawing, we desire student’s last day to be: _____

_____ Opt Out of CE OR Withdraw Declaration:
Student Name and Grade **(Must Circle One of the Above Options)**

If withdrawing, we desire student’s last day to be: _____

Parent Signature _____ Date _____

A CE Opt Out or Withdrawal Declaration will be considered effective upon submission of a completed and signed form to the Business Office (by email, fax, or paper). Opt out forms must be received before March 1st in order to avoid needing to pay the CE fee. Forms may be emailed to Carolyn.Haas@DiscoverCovenant.com, or delivered to Covenant Christian Academy, Attn: Business Office, 1982 Locust Lane, Harrisburg, PA 17109. Please contact our Office Manager with any questions at the above email address or at 717. 540. 9885 ext. 231.



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Optional Questions

Your answers to the following optional questions can help us to more fully understand your decision and to better serve your family during your student's transition from Covenant.

If opting out of CE, are you sure of your decision to not re-enroll? Or are you opting out to have more time to make your re-enrollment decision?

Please describe your main reason for opting out or withdrawing:

What, if anything, would cause you to re-enroll your student(s)?

What can Covenant do to serve you well at this time?