



# 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 1<sup>st</sup> will be responsible for the \$200 CE fee. Families who opt a student out of CE after June 1<sup>st</sup> or withdraw a student after July 1<sup>st</sup> will also be responsible for an amount of additional tuition. Please note that pre-paid tuition is not refunded. (See Section 9.1 to 9.6 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 Withdrawal 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 Withdrawal 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 Withdrawal 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 1<sup>st</sup> in order to avoid needing to pay the CE fee. Forms may be emailed to [Carolyn.Haas@DiscoverCovenant.com](mailto: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?**