

EXCEL CHRISTIAN ACADEMY  
Early Learning Center  
2022-2023 Withdrawal Policy

The withdrawal process is initiated when the Parent or Financially Responsible Party completes a withdrawal form and submits it to the ECA office.

Failure to complete the withdrawal process with the ECA office may hinder the release of student records. Completion of official withdrawal requires fulfillment of all financial obligations owed to ECA by the Parent or Financially Responsible Party under this Admissions agreement. The Parent or Financially Responsible Party will be responsible for all or a portion of the tuition and fees for the 2022-2023 school year per the chart below:

<b>Date of Withdrawal</b>	<b>Financially Responsible for:</b>
Feb. 1 – Day Before School Starts	1 month of tuition and 50% of activity and materials fee
After the Start of School	Current and Subsequent Month plus 100% of activity and materials fee