

Magnolia Cooperative Preschool

3555 West McGraw Street Seattle, WA 98199 (Tuition to: P.O. Box 99651 Seattle, WA 98139) (206) 286-5922

Withdrawal Form

To officially withdraw from the Magnolia Cooperative Preschool, members shall complete this Withdrawal Form, obtain their Preschool teacher's signature, and forward the form to their class Membership Secretary.

Parent's Name: _____

Child's Name: _____

Teacher: _____

Class Leaving: _____

Last Date of Attendance: _____

Reason for Withdrawal: _____

Date of Withdrawal: _____

Refund of Fees Policy

- a) The registration fee is not refundable. If registering after 12/31 of the school year, only 50% of the registration fee is required.
- b) One month tuition (*last month*) is due at the time of registration. This tuition is non-refundable after the May 1st prior to the beginning of the school year. If registering after the 10th day of any month, the first month's tuition can be pro-rated. After commencement of classes, a member may use a prepaid month's tuition only by giving notice a full thirty days prior to his/her withdrawal. To give notice, a completed Withdrawal Form must be submitted to a Membership Secretary. No refunds will be given for unused portions of a calendar month.
- c) If several months' tuition is paid in advance, any advance tuition, other than the first and last month's tuition, will be refunded upon withdrawal from the Cooperative. If a member must withdrawal from the Cooperative because of moving outside the city of Seattle, on recommendation of a doctor or their Preschool Teacher, or on directive from the Board, and is unable to give a full thirty days notice, then any unused full month's tuition is refundable. Refunds for other emergency situations shall be issued upon approval of the Board.

Alumni Status

In order to be granted alumni status for future waitlist purposes, Alumni is defined as: former members of the Magnolia Cooperative Preschool (1) (a) who have completed at least three consecutive years at the school with one child, or (1) (b) have entered the preschool at the 3s age level and graduated from a 4/5s class, and (2) left in good standing. Exceptions to this rule will be considered on a case by case basis by the Executive Committee.

Signature: _____
Parent

Date

Signature: _____
Teacher

Date

cc: Vice Chair, Operations; Treasurer; Assistant Treasurer; Roster Secretary; Class chair, Secretary
(Good standing? _____ No. years attend? _____)