

Withdrawal Procedures

Please Note

A student's withdrawal from Heritage Christian School does not become official until the date the school registrar receives the student's completed withdrawal form.

- Withdrawal Form must be submitted 30 day before the last day in attendance .
- If student is not returning for the upcoming school year, parents must turn in withdrawal form by _____ to avoid being charged the registration fee and issued a financial agreement through FACTS.
- When completed please send via email hcarlson@heritagechristianschool.com and/or return to the main office at our Reverence Campus.: 22081 Hidalgo, Mission Viejo, CA. 92691

Please note: per CA law, private schools can reserve the right to withhold grades, diplomas, and transcripts if a student has an outstanding financial obligations, including unpaid balances, damaged property, or unreturned loaned materials.

ONLY ONE WITHDRAWAL FORM PER STUDENT

STUDENT WITHDRAWAL FORM

Student Name: _____ D.O.B: _____ Date: _____

Date Notified HCS: _____ Last Date in Attendance: _____

Student's Withdrawal Reason: _____

Forwarding School Information:

School Name: _____

Address: _____ City: _____

State: _____ zip: _____ Phone:(_____) _____

Parent Signature: _____ Date: _____

Registrar Intl _____ Finance: _____