



The Saint Timothy School
4333 Cole Avenue, Dallas, TX 75205
www.TheSaintTimothySchool.org
214.521.6062

Withdrawal Form

Name of Student: _____

Reason for withdrawal:

Please *address* the matters below. Once completed, *sign* and *return* to the Office. Refunds or academic records will be released only after completion.

- Books returned in expected condition (_____ HomeRoom Teacher)
- Locker cleaned out (_____ Administrator)
- Instrument or other school property returned (_____ Administrator)
- Relationships mended (_____ Administrator)
- Financial obligation completed (_____ Treasurer)
- Uniform items donated to the Uniform Closet (_____ Secretary)

Parent Signature

Date

Head of School

Date

The Saint Timothy School makes decisions based upon enrollment, and continues to honor the contracts it has already made on the basis of those prior parental commitments. As emphasized both in the *Parent Handbook* and in the *Enrollment Agreement*, commitments are made for the entire year; they will *not* be released except for the stated reasons in the “Enrollment Agreement” and until financial commitments have been honored. The Board of Trustees will evaluate any requests for exemptions, and may schedule a meeting to discuss the matter further. Its decision may be appealed to the Bishop, whose decision is final. Thank you for your honor and understanding.

On behalf of all the faculty the school wishes the best for your family as you bring up your children in the nurture and admonition of the Lord, whose fear is the beginning of wisdom. (Proverbs 1:7)