



### Notice of Intent to Withdraw

**Withdrawal Policy:**

Withdrawal from the UIC Children's Center prior to the end of the service agreement must be submitted in writing with 2 weeks (10 business days) advance notice. Parents/guardians who do not provide the minimum notice must pay fees for a two-week period after notice is given, even if the child no longer attends.

Today's Date:

I, \_\_\_\_\_ will be withdrawing  
\_\_\_\_\_ from the UIC Children's Center.

Their last day will be \_\_\_\_/\_\_\_\_/\_\_\_\_. Please accept this as my **two-week notice** (10 business days) for withdrawal of my child according to the guidelines outlined on Service Agreement.

Reason for withdrawal:

\_\_\_\_\_  
Printed name of Parent/Guardian

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

UIC Children's Center Use Only
Received Date: ____/____/____
Effective Last Day: ____/____/____
Tuition owed (if less that two week notice) \$_____
Refund Owed (if prepaid) \$_____