



Space Family Education, Inc.

2101 NASA Parkway, Bldg 211/AHD • Houston, Texas 77058

Phone: (281) 483-4734 • Fax: (281) 244-2411

Withdrawal Notification

This is my official notice of the exact day that my child will withdraw from SFEI

Today's Date: _____

Child's Name: _____ Room #: _____

My child's last day at SFEI will be _____.

With less than 4 weeks' notice of withdrawal, Enrollment Deposits will not be returned. Tuition will be due for the 2-week period after the final date of scheduled attendance given above. If tuition for the month was paid ahead in advance, a pro-rated refund will be given.

With 4 weeks' notice of withdrawal of all children, Enrollment Deposits (\$250 per family) will be returned. No tuition will be due beyond the last date of scheduled attendance.

Please select a preference for returning any remaining Enrollment Deposit or Tuition funds:

- Check here to Donate to SFEI
- Check here to Apply your Deposit to your final balance due with any remaining returned to you.

Mailing Address for Deposit Refund/ Donation Receipt (only applicable if all children are withdrawn):

(Print Name)

(Print Address)

Parent or Guardian Signature

Date

For Office Use Only:

Date Received: _____

Received By: _____