

DWCA Withdrawal Policy

Dream Works Christian Academy Official Withdrawal and Payment Policy

Introduction

Dream Works Christian Academy (“DWCA”) is committed to upholding the highest standards of integrity and mutual respect in all interactions with our students, families, and community. To ensure clarity and fairness in the event that a student must withdraw from the Academy, the following Withdrawal Policy outlines the procedures, fees, and conditions associated with discontinuing enrollment prior to the completion of an academic year or program. All families are expected to familiarize themselves with this policy upon enrollment.

Important Notice Regarding the NC Opportunity Scholarship

- Please note: Early withdrawal from DWCA may impact your eligibility for coverage of tuition expenses by the NC Opportunity Scholarship. Depending on the withdrawal date, the scholarship may not cover the full amount of tuition owed. Families should carefully consider this before making a decision to withdraw and are encouraged to consult with the Business Office regarding how withdrawal may affect their financial obligations as the ultimate burden of the students tuition expenses falls on the parent/guardian.

Withdrawal Request Procedure

- Written Notice Required: All withdrawal requests must be submitted in writing to the DWCA Main Office. The request must include the student’s full name, grade level, parent/guardian name, reason for withdrawal, and the intended last day of attendance. Verbal withdrawals or withdrawals communicated only to teachers or staff will not be considered official.
- Notice Period: Parents or guardians are encouraged to provide at least two weeks’ notice prior to the intended withdrawal date to facilitate a smooth transition and ensure all exit requirements can be addressed in a timely manner.

Withdrawal Fee

- **Non-Refundable Withdrawal Fee:** A withdrawal fee of \$500 is assessed to all students who withdraw from DWCA prior to the end of the academic year or program in which they are enrolled.
- **Payment of Fee:** This fee is due in full at the time the withdrawal request is submitted. Payment may be made by cash, check, or approved electronic payment method. No portion of the withdrawal fee is refundable, regardless of the timing or circumstances of withdrawal.
- **Application of Fee:** The withdrawal fee is intended to cover administrative costs, processing of records, and the vacancy impact on class planning and resources.

Outstanding Balances and Payment Obligations

- **Obligation to Pay in Full:** All outstanding balances, including tuition, fees, fines, or other charges incurred prior to the withdrawal, must be paid in full before any official documents will be released. No exceptions will be made under this policy.
- **Continued Drafts:** If payment is made via bank drafts, auto-draft, or recurring payment method, these drafts will continue to be processed until all financial obligations are satisfied and the account balance is zero. Any attempt to stop payment or cancel drafts prior to settling the account may result in additional charges or collection action.
- **Payment Arrangements:** Families experiencing financial hardship are encouraged to contact the DWCA Business Office to discuss possible arrangements. However, the standard policy is that all balances must be paid in full prior to withdrawal finalization.

Release of Transcripts, Diplomas, and Academic Records

- **Records Hold:** No transcripts, report cards, diplomas, recommendations, or official academic records will be released until the withdrawal fee and all outstanding balances have been paid in full. This includes requests for records to be sent to new schools, colleges, universities, or employers.
- **Processing Time:** Once all financial obligations are satisfied, please allow up to ten (10) business days for the processing and release of academic records.
- **Official Communication:** Confirmation of withdrawal and notification of record release will be provided in writing.

Final Steps for Withdrawal

- **Exit Interview:** DWCA may request an exit interview with the parent/guardian and, if appropriate, with the student as part of the withdrawal process. The interview helps the Academy better understand the family's experience and any factors influencing the decision to withdraw.
- **Return of School Property:** All school property, including textbooks, library books, technology devices, athletic uniforms, and other materials must be returned in good condition before the withdrawal process is considered complete. Failure to return school property may result in additional charges or holds on records.
- **Notification of Next School:** Families must provide proper information regarding the student's next school or intended academic plans, as required by state law.

Special Circumstances

- **Military Relocation:** In the case of relocation due to military orders, a copy of the official orders must be provided. The Academy may, at its discretion, review the withdrawal fee application for such cases.
- **Medical Withdrawals:** Requests due to serious health issues must be accompanied by supporting documentation from a licensed healthcare provider. Fee waiver requests will be considered on a case-by-case basis by the Principal and Business Office.
- **Expulsion or Administrative Withdrawal:** If a student is expelled or administratively withdrawn by the Academy, the withdrawal fee and outstanding balances must still be paid in full before the release of records.

Refund Policy

- **No Refunds for Partial Attendance:** Tuition, fees, and the withdrawal fee are not prorated or refunded in the case of withdrawal, regardless of the date of departure.
- **Prepaid Charges:** Any prepaid fees for unrendered special services (such as extended care, meal plans, or field trips) may be reviewed for refund at the Academy's discretion, less any non-refundable deposits already paid.

Communication and Support

- The DWCA administrative team is available to answer questions and assist families throughout the withdrawal process. Please contact the Main Office or email dweducare@outlook.com for further guidance.
- All communications regarding withdrawal status and outstanding obligations will be documented and sent to the address or email on file.

Policy Acknowledgement

By enrolling a student at Dream Works Christian Academy, families acknowledge their understanding and acceptance of this Withdrawal Policy. This policy is subject to change; the most current version is available on the Academy's official website or upon request from the Main Office.

Conclusion

The DWCA Withdrawal Policy is designed to ensure clarity, fairness, and institutional integrity while supporting students and families during a period of transition. By adhering to the outlined procedures and fulfilling all financial responsibilities, families can help ensure a smooth closure to their chapter at DWCA and prompt release of all records necessary for future educational endeavors.

Student Withdrawal Form Below

Dream Works Christian Academy

Please complete and submit this withdraw form to the Main Office to initiate the withdrawal process. All the information provided will remain confidential and will be used solely for administrative purposes.

Student Information

- Student Name: _____
- Date of Birth: _____
- Grade: _____
- Student ID (if applicable): _____

Parent/Guardian Information

- Parent/Guardian Name: _____
- Relationship to Student: _____
- Contact Phone: _____
- Email: _____
- Address: _____

Withdrawal Details

- Last Day of Attendance: _____
- Reason for Withdrawal: _____
- _____
- _____
- _____
- Forwarding School/Institution (if applicable): _____
- Forwarding Address (if applicable): _____

Financial Acknowledgement

I acknowledge that I have read and understand the Dream Works Christian Academy Withdrawal Policy. I understand that all tuition, fees, the withdrawal fee, and any outstanding balances must be paid in full before records will be released. I also understand that prepaid charges for unrendered special services may be reviewed for refund at the Academy's discretion, less any non-refundable deposits.

- Parent/Guardian Signature: _____
- Date: _____

Office Use Only

- Date Received: _____
- Received By: _____
- Outstanding Balances: _____
- Records Released On: _____

Please submit the completed form to the Main Office or email it to dweducare@outlook.com. For questions, contact the administrative team. Thank you for your cooperation.