CAMOSUN COLLEGE

Child Care Services

WITHDRAWAL NOTICE

Complete and return to Child Care Services

Withdrawal Notice: *In order to withdraw, the enrolling parent/guardian must submit written notice to CCS two months' prior to their last day of care. Withdrawals are only accepted at the end of each month and there is no reduction in fees due to early withdrawal.* ***(CCS Agreement)***

Child's Name	Centre Name
Today's Date	Withdrawal Date (two months' notice as above)
I will be withdrawing my child from: ☐ Interurban Centre ☐ Lansdowne Centre	
If possible, please fill our space as early as:	My child's last day at the Centre will be:

Enrolling Parent/Guardian Name	Signature	Date

Personal information is collected under the legal authority of the College and Institute Act, RSBC, 1996, c. 52 and s. 26(c) of the Freedom of Information and Protection of Privacy Act, RSBC, 1996, c. 165 for administrative and operational purposes of the College, and/or the ministries or agencies of the Province of British Columbia (BC) and the Government of Canada. The information that you provide is protected, used and disclosed in compliance with these purposes and BC privacy legislation. If you have any questions about the protection of your personal information, please review Camosun College's Privacy Policy, or email privacy@camosun.ca

OFFICE USE ONLY

Notified ☐ Centre ☐ Office

Monthly Fees

Amount Due to Child Care Services (if under two months' notice given) $_____

Amount Owing to Parent/Payer (if prepaid) $_____

Refunded to: _____ Date: _____ by ☐ Visa ☐ MC ☐ PV (Cheque)

Deposit ($250)

☐ Applied ☐ Refunded to: _____ Date: _____ by ☐ Visa ☐ MC ☐ PV (Cheque)

☐ Forfeited _____

Emergency Kit

☐ Donated ☐ Returned to: _____ Date _____