



5001 Northwood Drive  
Anchorage, AK 99517  
(907) 276-2240 Fax (907) 258-3552  
admin.support@anchoragemontessorischool.org

## AMS Withdrawal Form 2024-2025 School Year

\_\_\_\_\_  
Name of Child

I hereby give notice that I intend to withdraw my child from Anchorage Montessori School.

My child's last date of attendance will be \_\_\_\_\_.

Reason: \_\_\_\_\_.

### **AMS WITHDRAWAL POLICY**

The billing school year starts in June of the given year and runs through the end of May in the following year (actual start and end dates may vary slightly from one school year to the next).

The following guidelines and dates are enforced for both 10-Month and 12-Month programs. Please initial that you understand and agree to the following guidelines in each space provided.

**Please initial in each space provided.**

\_\_\_\_\_  
**INITIAL** If withdrawing prior to March 1 of the current school year, tuition for the remainder of the year is refundable, provided written notice of withdrawal is received by office staff at least 30 days prior to the date of withdrawal. Without 30 days' written notice one month of tuition will be forfeited.

\_\_\_\_\_  
**INITIAL** If withdrawing after enrollment paperwork and payment is submitted at the time of registration and/or the start of the school year (June 1), the first month's tuition, registration fee and deposit are forfeited and will not be refunded.

\_\_\_\_\_  
**INITIAL** If withdrawing after March 1 of the current school year, tuition is due for the remainder of the school year.

### **DEPOSIT REFUND POLICY**

The tuition deposit is refundable provided the following conditions are met:

- Your child graduates from the designated program of enrollment or is withdrawn from AMS in accordance with the *AMS WITHDRAWAL POLICY*.
- Written notice of withdrawal is received by office staff at least 30 days prior to the date of withdrawal.
- All financial obligations have been met.
- Volunteer hours have been completed. The expectation for mid-year withdrawal is that families have completed an average of one hour per month of attendance.

**The back of this form must be completed.**

I, the Guardian, understand the terms regarding tuition, deposit, and fees, as outlined in the DEPOSIT REFUND TERMS & CONDITIONS and AMS Withdrawal Policy form signed by me when my child was enrolled. I understand both the **DEPOSIT REFUND TERMS & CONDITIONS** and the **AMS WITHDRAWAL POLICY**.

If a refund is applicable, please choose from the options below:

\_\_\_\_\_ Donate to AMS. (Donations are a great way to support the school. This donation will be tax deductible and the school will send you a donation letter for your taxes.)

\_\_\_\_\_ Mail Refund

\_\_\_\_\_ Transfer Deposit to Sibling Account:

Sibling Name: \_\_\_\_\_

\_\_\_\_\_  
Print Name of Guardian

\_\_\_\_\_  
Signature of Guardian

\_\_\_\_\_  
Date

*Withdrawals occurring between July and March can take three to four weeks to process and refund if applicable.  
Withdrawals occurring between April and June can take four to six weeks to process and refund if applicable.*

*Anchorage Montessori School reserves the right to drop a student for reasons of delinquency in tuition and fees or for the inability of the child or parent to adjust to the school's programs or for disciplinary policies of the school. If a student is dropped at the discretion of the Executive Director, the tuition and the deposit are refundable provided all other financial obligations are met.*

For Office Use Only:

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Initials