Today's Date _____

I understand I am still responsible for course tuition charges applicable under The Prometheus Academy tuition payment policies.

Student Name _____
Last **First** **Middle**

Parent Name _____
Last **First** **Middle**

Parent Signature _____

Courses to Drop

#	Teacher Name	Day/Time	Course Title	Reason Code Required
1				
2				

Reason Code

1. Death of family member
2. Extended student illness
3. Change in family situation (divorce, job change)/ financial income changes
4. Dissatisfied with class, instructor, or school (Please explain in comments section)
5. Other—List in the comments section

Comments

_____

_____

The Prometheus Academy—Office Use Only

School Administrator Date Received _____ Withdrawal ? _____

Registration Materials Updated _____

Teacher Rosters Updated _____

Accounts Receivable Changed _____

Payroll Updates Complete _____

Praxi System Updates Done _____

Sent Email to Parent/Teacher _____