

# Withdrawal Notice

Parents are required to give one calendar month's notice prior to withdrawal of a child from a daycare centre. Withdrawal takes effect on the last working day of the month.

Complete this form and return it to the office by email [childcare@housing.ubc.ca](mailto:childcare@housing.ubc.ca). The deposit information is written on your contract. You can refer to the original document held at the child care office. If you have any further questions, please call us at 604-822-5343.

This is to advise \_\_\_\_\_ daycare centre,  
that I, \_\_\_\_\_, am withdrawing my child,  
\_\_\_\_\_, effective \_\_\_\_\_.

Reason for withdrawal (optional, for statistical purposes only)

\_\_\_\_\_

My current deposit is \$ \_\_\_\_\_

Any balance remaining on the accounts will be refunded to the last method used for on-line payment. I am aware that any outstanding charges will be deducted from my deposit before it is processed.

Do you wish to return to the waiting list for future care (including after-school care or summer care for school-age children)?

No

Yes Next requested entry date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_



THE UNIVERSITY  
OF BRITISH COLUMBIA

Student Housing  
& Community Services

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administration Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Feedback (Please feel free to use the back of this form if you need extra space)

1. How has your child benefited from his/her experience at this Centre?

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2. In what ways could we improve the program to better meet your child's needs?

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