

NOTICE OF TRANSFER OR TERMINATION

Student's name: _____

Parent's email address: _____

Last day of class at Kumon of Houston Heights: _____

Transfer

New center's telephone: _____

New center's address: _____

Deposit will be transferred to the new center directly if all borrowed items including answer books and library books have been returned.

Termination

Reason for withdrawal: _____

Deposit will be refunded if all of the following conditions are met:

- 30 days advance written notice given
- All borrowed items including answer books and library books returned
- Minimum of 12 months enrollment

Termination Policy

If a student is going to drop out of a class, either temporarily or indefinitely for some reason, a *written notice is required at least 30 days before the effective date*. Failure to receive such notice will result in continued charges to your account. Your account will remain open and active until written notice is received. Your account will be closed 30 days after we receive your notice to terminate.

Tuition is pro-rated for the first month only according to the day of the month enrolled. Full tuition is charged for all subsequent months until 30 days written notice is given to terminate enrollment.

Paid tuition is non-refundable and is forfeited should a student discontinue enrollment. In cases of medical or other emergencies where a 30 day notice is impossible to give, please call us and we will do what we can to accommodate your situation.

The Kumon North America policy is that students need to re-enroll and pay the registration fee if they are absent more than one month in the calendar year.

EFT	QB	CMS	ResourceMate	Deposit	Email