



UNIVERSITY OF OREGON

Vivian Olum Child Development Center

5222 University of Oregon, 1650 Columbia St, Eugene, OR 97403-5222

30 DAY WITHDRAWAL NOTICE

Child's Name _____

Child's Last Contracted Day of Care _____

(Must be at least 30 days from date notice is received by VOCDC)

Child's Last Day of Attendance _____

(If different from Contracted Date)

Withdrawal from the center requires 30 days advance written notice, regardless of your child's attendance. Tuition will be charged at the rate of the current contract for no less than thirty days after submitting written notice of withdrawal. Final tuition will be billed accordingly and is due by your child's last day of attendance along with any accrued late fees.

I hereby give notice that I am withdrawing my child from the Vivian Olum Child Development Center. I understand and agree that I will be billed according to this request, and payment and all other outstanding fees are due by the last day of attendance. All unpaid balances beyond the last day will be turned over to the university collections department.

Parent's Signature _____ Date _____

OPTIONAL: Exit Interview

Please share your reason(s) for leaving the center:

Would you like to meet with the center's director: Yes No

OFFICIAL USE ONLY

Received by: _____ Date Received: _____

Last Day of Tuition Responsibility _____ Amount: _____
(minimum 30 days from receipt of notice)

- Placed in Parent Pocket Emailed to Parent(s) Mailed to Parent(s)
- Admin has been notified Classroom has been notified Tuition statement notation
- Removed from email distribution & database Child file archived

Completed form resides in the front of the child's file