



2024-2025 STUDENT WITHDRAWAL FORM (SWF) TO BE COMPLETED ONLY BY THE SCHOOL

If an AAA Scholarship recipient leaves the school or informs the school of plans to leave during the school year, you must complete and return this Student Withdrawal Form (SWF). AAA Scholarships are for actual attendance through the withdrawal date only. Any services or fees outstanding on the account are the parent's responsibility. Failure of the school to complete and return this form **within 5 business days** of student withdrawal or notification of withdrawal will result in the school forfeiting the right to any scholarship payment for that child still owed to the school. Schools are encouraged to return this form prior to student departure whenever possible so final scholarship payments can be processed and received by the school for signature by the parent/guardian A prior to the last day of student attendance. Parent/guardian signature, prior to deposit, is required by law.

1. Student Name:	
2. Parent/Guardian Name:	
3. School Name:	School State:
School Phone:	School Email:
4. Student began attending classes during this academic year on: ____/____/____	
Student last day of class this academic year was/will be: ____/____/____	
5. Reason for withdrawal from school: (check all that apply)	
<input type="checkbox"/> Academic difficulties	<input type="checkbox"/> Parent's choice
<input type="checkbox"/> Disciplinary	<input type="checkbox"/> Moved out of the area
<input type="checkbox"/> Failed to pay on their portion of tuition payments	
Other reason for withdrawal:	
6. Was the student expelled*? <input type="checkbox"/> NO <input type="checkbox"/> YES, why?	
*Expelled students are NOT eligible to transfer their scholarship and may not reapply for future scholarships. Documentation of policy and process followed may be required upon request.	
7. This student plans to attend: <input type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Unknown	
8. Does this household owe a balance to the school beyond the scholarship? <input type="checkbox"/> NO <input type="checkbox"/> YES - If "Yes", enter amount per student if more than one - \$_____	
9. If a balance is owed, has a payment plan been arranged? <input type="checkbox"/> NO <input type="checkbox"/> YES	

Upon receipt of this form by AAA Scholarship Foundation determination will be made of scholarship funds owed to the school or of overpayment of scholarship funds already released to the school. This determination will be based on the student's attendance at the school, beginning with either the start date of attendance or the date funding for the student (based on the award letter release), whichever is less. If it is determined that additional funds are owed to the school; AAA Scholarships will mail the check directly to the school for the parent/guardian to restrictively endorse in accordance with the law. If it is determined that the funds are owed to AAA Scholarships for payment made in excess of attendance; the school will be notified and must remit reimbursement prior to the next check distribution or within 30 days of notice, whichever is less.

PRINT - Name of Principal, Assistant or Equivalent

SIGNATURE - Name of Principal, Assistant or Equivalent

TITLE

DATE

Return completed SWF to AAA Scholarships via email at FTCSchools@aaascholarships.org or fax to 888-707-2465

RETURN THIS FORM WITHIN 5 BUSINESS DAYS OF STUDENT WITHDRAWAL OR NOTIFICATION OF WITHDRAWAL

KEEP A BLANK COPY OF THIS FORM FOR YOUR RECORDS

AAA OFFICE USE ONLY	Owed to School <input type="checkbox"/> Owed to AAA <input type="checkbox"/>
Amount: _____	Date: _____