**WITHDRAWAL FORM**

DATE OF SUBMISSION:

SWIMMER’S NAME:

SWIMMER’S GROUP:

WITHDRAWAL REQUEST DATE:

REASON FOR WITHDRAWAL:

Does the swimmer plan to return to SCA at a later date? If yes, when?

Parent Name on Account:

Please submit the **WITHDRAWAL REQUEST FORM** to our Team Administrator at [sanclementeswim@scatswim.org](mailto:sanclementeswim@scatswim.org)so that we can process it as quickly as possible.

Please note the following:

* Invoices for all SCA fees (registration, monthly dues, swim meets, etc) are invoiced on the 21st of every month, payable on the 1st of the following month.
* Withdrawal requests must be received by SCA **no later than the 20th of your child’s final month**.  Example:  If your child’s last month to swim is June, we must receive the withdrawal request no later than June 20th.
* You will be billed for the next billing cycle if this notice is not received **on or before the 20th day of your child’s final month**, as per the registration agreement.
* All withdrawals are final. If you change your mind, you must re-enroll, but understand that space may no longer be available in that group.
* To return to the team, you will be required to re-register and pay any associated fees.  If your swimmer is inactive longer than 6 months, they may be asked to try-out again.
* Within 24 hours of receiving your withdrawal request, you will receive a confirmation email.  If you do not receive a confirmation, please resend your email.

**High School Swimming Leave of Absence (LOA) Policy:**  Submit your request via email before the 20th of the month to avoid being billed for the following month (e.g. submit request on or before January 20 to not receive a February 1 invoice).  If a swimmer decides to take a leave of absence to participate in High School Swimming (Jan/Feb-April) and returns to the team by May 15, your swimmer will not need to re-enroll. High School Swimming is the only sport subject to this arrangement. If your swimmer returns after May 15, you will be subject to the regular withdrawal policy and will need to re-enroll.