



# Student Withdrawal Procedure Under Continuous Enrollment Model

## Purpose

This document outlines the formal student withdrawal procedure under the Continuous Enrollment model. It is intended to provide families with clear expectations, timelines, and instructions for withdrawing a student from enrollment.

## Continuous Enrollment Overview

BSH has transitioned to a Continuous Enrollment model, which applies to enrollment for the 2026–2027 school year and beyond. Under this model, students are automatically re-enrolled each school year unless a family formally notifies the school of their intent to withdraw.

Continuous Enrollment:

- Eliminates the need for annual re-enrollment contracts
- Provides a simpler, more seamless experience for families
- Promotes stability for students
- Allows the school to effectively plan for staffing, classroom needs, and academic programming

While we hope each student will remain enrolled year to year, we recognize that family circumstances may change.

## Official Notice of Withdrawal

Families who do not intend to return for the following school year must **formally submit a withdrawal through FACTS** during the designated opt-out window.

- **Opt-Out Window:** January 1–January 31
- **Submission Deadline:** January 31, 2026 (for the 2026–2027 enrollment year)

**Verbal, written, or informal communication does not constitute official notice of withdrawal. All withdrawals must be submitted through FACTS. No extensions to the opt-out window will be granted.**

# Withdrawal Submission Process (FACTS)

During the January 1–31 opt-out period, families must complete the following steps for each student they wish to withdraw:

1. Log in to the **FACTS Family Portal**.
2. In the blue navigation banner, select the “**Apply/Enroll**” dropdown.
3. Choose “**Enrollment/Reenrollment**.”
4. A screen will display each student’s name and assigned grade level for the upcoming school year.
5. Select the “**Will Not Enroll**” link located to the right of the student’s information.
6. Complete the requested information, including the reason for not enrolling.
7. Click **Submit**.

This process must be completed separately for each student being withdrawn.

## Financial Obligations and Late Withdrawals

Important information regarding the withdrawal process and any financial obligations associated with withdrawals submitted after the January opt-out period is outlined in the table below.

Families are strongly encouraged to plan ahead and submit withdrawal requests within the designated opt-out period to avoid unnecessary financial impact.

### Student Withdrawal Timeline & Financial Obligations:

<u>WITHDRAWAL DATE RANGE</u>	<u>REQUIRED ACTION</u>	<u>FINANCIAL OBLIGATION</u>
January 1 – January 31	Submit the Opt-Out via FACTS within this window.	No further payment obligations for the upcoming school year.
February 1 – May 1	Provide written notice of withdrawal directly to Mr. Tracy Hamner, Head of School, at <a href="mailto:thamner@bshknights.org">thamner@bshknights.org</a> .	Responsible parties must pay <b>50% of total tuition</b> for the upcoming school year <b>plus</b> any outstanding or unpaid fees or charges including the full curriculum fee for the upcoming school year. Any payments already made or deposited with the school toward such tuition, fees, and charges will be deducted.
After May 1	Provide written notice of withdrawal directly to Mr. Tracy Hamner, Head of School, at <a href="mailto:thamner@bshknights.org">thamner@bshknights.org</a> .	Responsible parties must pay <b>100% of tuition, plus all fees and charges</b> for the upcoming school year, with <b>no discount or abatement</b> .

## Extenuating Circumstances

We understand that major life events may affect a family's ability to continue enrollment. Grace and compassion will be extended in cases involving significant, life-altering circumstances, including but not limited to:

- Military service
- Employment changes
- Relocation
- Serious illness
- Other documented extenuating circumstances

These situations will be reviewed on a case-by-case basis by the Head of School, with an expectation of open and transparent communication.

## Assistance and Questions

We recognize that this is a new process and are committed to supporting our families.

For questions, concerns, or assistance with the withdrawal process, please contact:

### **BSH Admissions Office**

[admissions@bshknights.org](mailto:admissions@bshknights.org)

Families are encouraged not to delay and to reach out promptly if support is needed.

Thank you for your attention to this important process and for your continued partnership. We value the trust you place in us and remain committed to supporting your family.

## Go Knights!



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