



## Student Withdrawal Process

### 1. Notify the School of Intent to Withdraw

To begin the withdrawal process, please notify the school using one of the following methods:

- Email: [registrar@bmischool.org](mailto:registrar@bmischool.org)
- Handwritten note
- Online webform

**Note:** Verbal notifications will **not** be accepted.

Only a **parent or legal guardian** may initiate a withdrawal. A **valid government-issued photo ID** is required to complete the process.

### 2. Receive and Review the Withdrawal Packet

Once the school receives your notification, a **Withdrawal Packet** will be sent to the parent or guardian.

This packet includes:

- An **information sheet** outlining withdrawal policies and procedures
- A **Withdrawal Form** to be completed

The packet can be sent **electronically upon request**.

### 3. Complete and Submit the Withdrawal Form

Submit the completed Withdrawal Form to **begin** the process.

#### Important:

- **Submission of the form does not officially withdraw your student. It initiates the process.**
- Students must continue to attend school until enrolled at another school.
- A valid government-issued ID is required to finalize the withdrawal.

A **48-hour written notice** is required to allow time for records and documents to be prepared.

### 4. Return School Property

Before withdrawal is finalized, please return:

- Textbooks
- Chromebook and power cords
- Any other school property

### 5. Confirmation and Follow-Up

A school representative will contact the **authorized parent or guardian** to confirm withdrawal details.

If you have **not been contacted within 48 hours** of submitting your withdrawal notice, please reach out to the **Admissions and Enrollment Coordinator**.



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Please also provide a **home forwarding address** for records.

The **Registrar** will notify the parent or guardian when the final withdrawal paperwork is ready for **pick-up**.