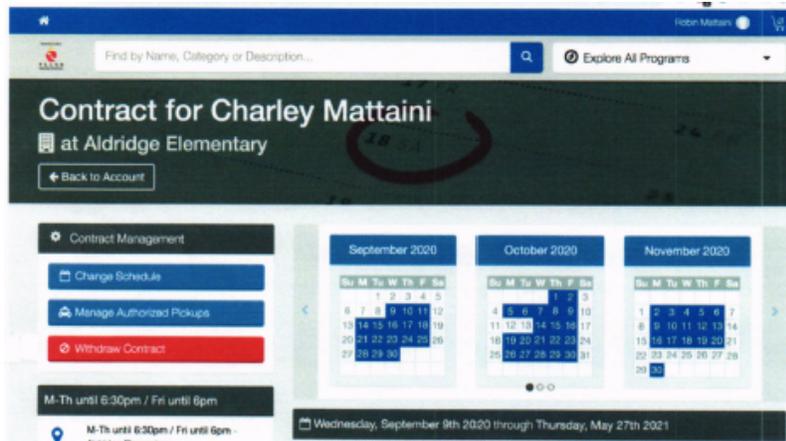


Withdrawing

To withdraw from PASAR, the withdrawal must be submitted by Tuesday to be effective the following week.

Note: For *Non-School Day Care* and *Summer Care*, the withdrawal must be submitted by the deadline for each date or week of care. (Deadlines can be found on the [PASAR website](#)).

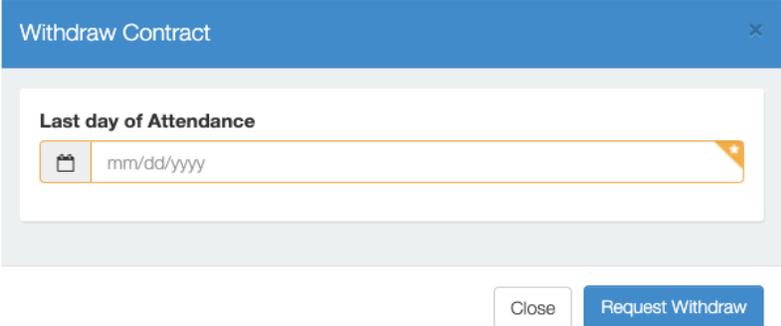
1. [Sign In](#) to your Eleyo account.
Your Dashboard is displayed.
2. Under “*Current and Upcoming Contracts*”, select the contract you would like to withdraw.
The child care contract page is displayed.
3. Under “*Contract Management*”, click red **Withdraw Contract**.



The Withdraw Contract page is displayed.

4. Enter the last day your student will attend PASAR and click **Request Withdraw**.

To avoid any charges for the following week, the withdrawal must be submitted by Tuesday of the prior week. Any days that have not been paid for prior to withdrawal date will need to be paid prior to withdrawal approval.



Your request to withdraw from child care is noted on the contract page and is pending approval from Child Care Finance. Once Child Care Finance has approved the withdrawal, you will receive an email confirmation and the withdrawal will be reflected on the child care contract page.