

Withdraw or move a child from a group

Take a child off the path (keeping the history) or delete the enrollment, decide what happens to the fee and move a child to another group.

4 min · Available · 2026-09-26

Before you begin

- ✓ You need Manage catechism enrolments; moving groups needs Manage catechism groups, refunding needs Refund catechism fees.

1 STEP 1 OF 4 · 30 S

Open the child's menu

Open the group and, in the **Children** list, select the three dots on the child's row. The menu offers **Open profile**, **Move to another group** and **Delete enrollment**.

To move the child, choose **Move to another group**, pick the new group and confirm with **Move**.

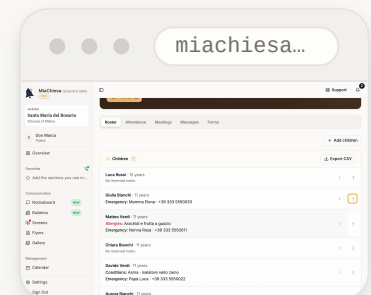


Fig. 1 The row menu gathers the enrollment actions.

2 STEP 2 OF 4 · 1 MIN

Choose how to remove

Select **Delete enrollment**. In **Remove from catechism?** choose **Withdraw from the path** (default: the child leaves the group but attendance and data stay) or **Delete permanently**.

If the family paid, the **Fee collected** section asks what to do: **I already refunded in person**, **Do not refund** or, for online payments, **Refund now in the app**.

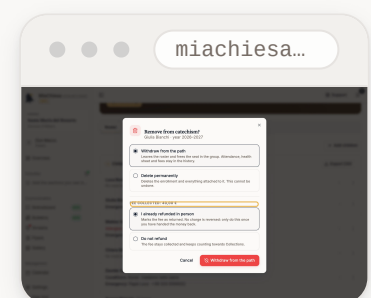


Fig. 2 Choose the kind of removal and what to do with the fee.

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STEP 3 OF 4 · 30 S

Confirm the withdrawal

Confirm with **Withdraw from the path: Enrollment withdrawn** appears and the child leaves the group list. The history stays available.

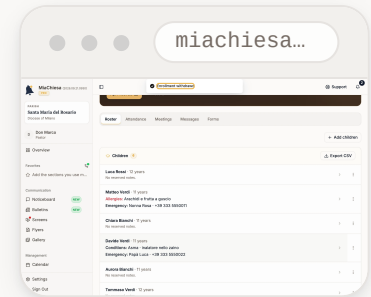


Fig. 3 Withdrawing keeps the child's attendance and data.

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STEP 4 OF 4 · 1 MIN

Delete permanently

Delete permanently shows what will be lost (attendance, health sheet, enrollment) and, if anything would be lost, asks you to type the child's name to confirm.

You can't delete while keeping the fee

With money collected, Delete permanently is not compatible with Do not refund: refund the fee or use Withdraw from the path.

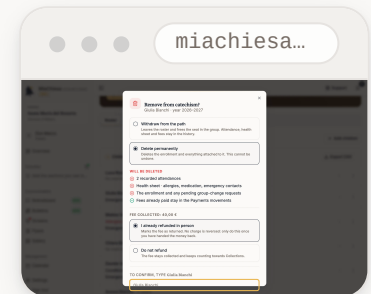


Fig. 4 Type the child's name to confirm.

What you have achieved

- ✓ The child is withdrawn (or deleted) and the fee is handled as you chose.
- ✓ A moved child appears in the new group.

Troubleshooting

I see "A payment is in progress on this enrollment."



Wait a few minutes for the charge to land, then try again.

I can't see Refund now in the app



It appears only for fees paid online and if you have the Refund catechism fees permission.

I see "There are no other groups for this year."



No other active group exists in the same year: create one before moving the child.