



Change of Enrollment

Student Name

Class/Teacher

○ **Delay of Start**

We will NOT be starting our child on the first day of school. Delay of Start is for no less than 1 month. To reserve a place for your child, this form must be submitted prior to school starting with payment of ½ month's tuition installment for every month of delay. *

Expected Start Date: _____

Reason: _____

○ **Temporary Leave**

We are suspending our enrollment for no less than 2 weeks and no more than 2 months from school. To reserve a place for your child, this form must be submitted at least 2 weeks prior to absence from program with payment of 1 month's tuition installment. *

Beginning of Leave: _____ Date of Return: _____

Reason: _____

*The prepayment will be applied to the month your child begins school/returns. Prepayments will not be refunded if the child does not start/return. No partial refund of the prepayment will be issued.

○ **Permanent Withdrawal**

We are permanently withdrawing our child. This form must be completed and submitted 30-days prior to your desired withdrawal date. Full payment will be required during the 30-day notification period, even if your child does not attend.

Date of Withdrawal: _____

Reason: _____

Parent/Guardian Signature

Date

Director Approval

Date