



## Change of Enrollment 2023-2024

\_\_\_\_\_  
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