

ADMINISTRATIVE FEE = \$25**Only applies if changing from 5 day attendance to 2 or 3 days.
NSF Fee=\$25

Change Request Form

Student Name: _____

Currently: attending level: _____ attending days (*select one*): M/W/F T/Th 5 days

Requesting:

Withdrawal – effective _____ (day/ month/ year)
REMINDER: THE SCHOOL REQUIRES AT LEAST 30 DAYS NOTICE.

Add/ decrease days to
Level (*choose one*): L1 - Toddler 18-24m L2 - Pre-school 2 ½ - 5 yrs
Days (*choose one*): M/W/F T/Th 5 days

Change in profile information(s), i.e. Personal address, Doctor’s contact information, pick-up authorization, – please provide details:

Other – please specify

Parent Signature: _____ Date: _____

Contact tel. #: _____

Please return to the lockbox marked ATTENTION: REGISTRAR and a member of the Executive Committee will contact you. Thank you.
FOR OFFICE USE ONLY

Approved by: _____ Received on: _____ (dd/mm/yy)

Informed Treasurer of change: yes no Effective date: _____ (dd/mm/yy)