



Add/Drop Form

All changes become effective and fees assessed upon receipt of this form. Please use one form for each student.

- Classes Dropped before the first day can receive a full refund.
- Each Class dropped in the first 2 weeks will require the following fee (KK-\$25 / MS&HS-\$50)
- There are no refunds for Classes dropped AFTER the start of the third week.
- Refunds will be given for Second Semester Drops provided the form is received by **December 31st.**
- There are **no refunds for Second Semester Classes dropped AFTER December 31st.**

Parents Name:

Phone

Student:

I wish to ADD the following class(es) -

Class Name:

Time:

Class Name:

Time:

Class Name:

Time:

I wish to DROP the following class(es) -

- Refunds will be given for **Second Semester Drops** provided the form is received by **December 31st.**
- There are **no refunds for Second Semester Classes dropped AFTER December 31st.**

Class Name:

Time:

Class Name:

Time:

Class Name:

Time:

**Hand in form during school hours or send to-
Koinonia Registrar 8040 10 Mile Rd. NE Rockford, MI 49341**