



2018/19 Add/Drop Form

Please note the New Policy for dropping classes.
There are no refunds for any Classes dropped AFTER the start of the third week of school for the remainder of the year.
All changes become effective and fees assessed upon receipt of this form. Please use one form for each student.

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) -

- 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 any Classes dropped AFTER the start of the third week
- There are **no refunds for Classes Dropped in the Second Semester**. Full Tuition is expected

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