



2019/20 Add/Drop Form

There are no refunds for any Classes dropped AFTER the start of the third week of school for the remainder of the year. Full tuition is expected. All changes become effective and fees assessed upon receipt of this form. Please use one form for each student.

Parents Name:

Phone:

Student:

Date:

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. Full Tuition is expected.
- There are **no refunds for Classes Dropped in the Second Semester.**

Class Name:

Time:

Class Name:

Time:

Class Name:

Time:

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

or submit via email to: judyvanberkel@yahoo.com