

## Change of Enrollment Form 2017-2018

**Change of Enrollment Prior to the Start of the School Year:** If you wish to make changes, including withdrawing your child before school starts, please fill out this form by August 1, 2017. **If we do not receive this form by August 1, 2017, you will be responsible for September's tuition.**

**Change of Enrollment During the School Year:** If you wish to make changes to your child's current enrollment, including early withdrawal from the program, please complete this form and return it to the CELC office by the 20<sup>th</sup> of the month prior to the change. Billing for the month will reflect changes only if they are received by the 20<sup>th</sup> of the month prior to the change. We can only add days to your child's schedule if they are available. No exceptions can be made to this policy.

**Early Withdrawal from the Program:** Per the *Financial Agreement*, you are committed to a 10-month school year. If you withdraw your child before June 27, 2018, you forfeit your deposit that was paid in July. Should you give the CELC less than a 30-day notice of withdrawal, you will be responsible for one month's tuition. Please note we do not pro-rate months.

### Current Enrollment

Child's Name \_\_\_\_\_ Today's Date \_\_\_\_\_

My child's current enrollment is: \_\_\_\_\_

I would like to change his/her enrollment to: \_\_\_\_\_

### Early Withdrawal

Child's Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Reason for withdrawal: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

#### For Office Use Only

Final Invoice sent out \_\_\_\_\_ Balance paid \_\_\_\_\_ Change to CL \_\_\_\_\_  
 Date Received \_\_\_\_\_ Changes made to QB \_\_\_\_\_ Copy to Homebase \_\_\_\_\_