



Change of Enrollment Form 2018-2019

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, 2018. **If we do not receive this form by August 1, 2018, you will be responsible for September 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 20th of the month prior to the change. Billing for the month will reflect changes only if they are received by the 20th 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 26, 2019, 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 _____