



Early Childhood Change of Enrollment Form 2020-2021

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, 2020. If we do not receive this form by August 1, 2020, 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, please complete this form and return it to the CELC office by the first of the month prior to the change. Billing for the month will reflect changes only if they are received by the first 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, 2020, 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.

Child's Name _____ Today's Date _____

I would like to change or withdraw my child's enrollment to, please circle one per session:

Academic Year:	M-F	M/W/F	T/Th	Withdraw
Summer Session 1:	M-F	M/W/F	T/Th	Withdraw
Summer Session 2:	M-F	M/W/F	T/Th	Withdraw

Early Withdrawal from 2020-2021 Programming

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 _____