

**SCHEDULE CHANGE POLICY:** If you wish to change your child's schedule, you must give two weeks written notice to the office. Schedule changes are not guaranteed and are subject to availability. Please note that this may result in a reassessment of your Final Balance Deposit, based on the tuition of the new schedule.

Child's Name \_\_\_\_\_ Room # \_\_\_\_\_

Current Schedule:      **DAYS:**       5 Day Program       3 Days (M, W, F)       2 Days (Tu, Th)  
                                 **HOURS:**       Full Day (7am - 6pm)       Mornings (8:30am - 12:30pm)

Requested Schedule Change Date \_\_\_\_/\_\_\_\_/\_\_\_\_

New Schedule:      **DAYS:**       5 Day Program       3 Days (M, W, F)       2 Days (Tu, Th)  
                                 **HOURS:**       Full Day (7am - 6pm)       Mornings (8:30am - 12:30pm, ages 3+ only)

Please accept this schedule change request as my two weeks' notice as required by the Admission Agreement.

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

----- **OFFICE USE ONLY BELOW THIS LINE** -----

Received Date \_\_\_\_/\_\_\_\_/\_\_\_\_      Effective Change Day: \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Tuition \$ \_\_\_\_\_      New Tuition \$ \_\_\_\_\_

Current FBD \$ \_\_\_\_\_      FBD +/- \$ \_\_\_\_\_      New FBD \$ \_\_\_\_\_

✂ -----

We have received your schedule change request for \_\_\_\_\_ ROOM # \_\_\_\_\_.

Based on our current availability, your new schedule will begin on \_\_\_\_\_.

Your new monthly tuition will be \$ \_\_\_\_\_. This schedule change resulted in a reassessment of your Final Balance Deposit. The change to your Final Balance Deposit is \$ \_\_\_\_\_.

Your new balance of \$ \_\_\_\_\_ is due on \_\_\_\_/\_\_\_\_/\_\_\_\_. Your account will automatically be debited by RapidTuition for this balance. If you are not enrolled in RapidTuition, please submit payment on or before the due date.