



ENROLLMENT CHANGE REQUEST FORM

I understand notice must be given at least two weeks in advance to ensure my account will not be charged during the time my child will not attend.

I am requesting the following changes in my child's enrollment:

- Vacation Notice** — My child will be on vacation for at least one week. I understand if my child is gone for more than two weeks, I will be responsible for paying a \$35 re-enrollment fee.
- Withdrawal Notice** — This is my two week notice that my child will no longer attend YWCA Young Wonders. I understand if this notice is not two weeks prior to their last day, I am responsible for charges incurred during the two weeks, whether they attend or not.
- Enrollment Change** — Please change my child's attendance schedule. I understand enrollment changes are at the discretion of the Billing and Enrollment Coordinator. Below is my child's requested new schedule, including dates and full- or part-time.
- Enrollment Holding Request** — I am requesting YWCA hold my child's spot since they will be absent longer than two weeks. I understand I will be charged a 25% holding fee per month based on the current tuition rate.

Child's Name: _____ Child's Class: _____

Parent's Name (please print): _____

Parent's Signature: _____ Today's Date: _____

For vacation and withdrawal notices:

Child's last day in attendance _____

For vacation:

Child's return day _____

For enrollment change:

I would like my child to attend full-time part-time.

I would like my child to attend the following days:

Monday Tuesday Wednesday Thursday Friday