

# 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 YWCA will only approve two vacation weeks per calendar year and if my child is gone for more than two weeks, I will be responsible for paying a \$50 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. YWCA does not allow more than two enrollment change forms per fiscal year (July 1-June 30).
- 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 percent holding fee per month based on the current tuition rate.
- Transportation Withdrawal Notice** — This is my two week notice that my child will no longer utilized YWCA transportation. I understand if this notice is not two weeks prior to them stopping the service, I am responsible for charges incurred during the two weeks, whether they utilize the service or not.

Child's Name: \_\_\_\_\_ Child's Class: \_\_\_\_\_

Parent's Name (please print): \_\_\_\_\_

Phone Number \_\_\_\_\_

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

Updated 5/3/2019