After School Program

CHANGE REQUEST FORM

Please provide the following information so that we may reach you with questions.

Parent/Guardian:

Daytime Phone: ___________ Evening Phone: ___________

Cell Phone: ___________ Email: ___________

Please write in the name of each course you would like to add or drop in the spaces below. Be sure to enter the information in the proper days, since some courses are offered on multiple days.

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<tr>
<th>I would like to ADD:</th>
<th>I would like to DROP:</th>
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Additional Comments:

Any changes will be confirmed via email. NOTE: Changes are based on availability and cannot be guaranteed.

REGISTRATION SCHEDULE:

Registration Deadline: Wednesday, December 16th, 5:30PM (Lottery #s will apply.)
Add/Drop Period ends: Tuesday, February 1st (Please use Change Request Form.)
After February 1st: All coursework is non-refundable and a $25 change fee will be applied for each change requested.

REMINDER: The Spring Semester runs from Tuesday, January 19th to Monday, June 14th. Coursework is billed by the semester and cannot be pro-rated, so please be mindful of start/end dates.

Parent’s Signature ___________________________ Date ___________________________

FOR OFFICE USE ONLY:

Rec’d _______ Processed _________ Fee _______ Waitlist: Y N Confirmation: Y N