



# ENROLLMENT CHANGE FORM

\*Today's Date: \_\_\_\_\_ (2 weeks notice required for disenrollment)

Child(ren)'s Name(s): \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**I WOULD LIKE TO:**

**TRANSFER FROM** or  **DISENROLL FROM:**

- Birth to Five Child Development Department - Classroom: \_\_\_\_\_
- B.A.S.E. Site: \_\_\_\_\_

Session: (circle which applies)

- AM only (5 days) Full Time (5 days) - (Birth to Five Program)
- PM only (5 days)
- Before & After (5 days)

Last date of attendance will be: \_\_\_\_\_

**TRANSFER TO** or  **RE-ENROLL IN:**

- Birth to Five Child Development Department - Classroom: \_\_\_\_\_
- B.A.S.E. Site: \_\_\_\_\_

Session: (circle which applies)

- AM only (5 days) Full Time (5 days) - (Birth to Five Program)
- PM only (5 days)
- Before & After (5 days)

First date of attendance will be: \_\_\_\_\_

**REASON FOR CHANGE:**

\_\_\_\_\_

- A \$10 change fee will be applied for all changes with the exception of adding days to your child's schedule.
- Transfers will always begin on Monday following the request when sufficient time for processing is given and based on availability . **\*The effective date of disenrollment will be at the end of the second week after the written date of notification at the top of this form.** Account holders are responsible for accrued charges up to the effective date of change.
- Account holders that disenroll and later re-enroll will be responsible for the non-refundable registration fee.
- Refunds/credits will be processed approximately 10-14 business days after the effective date.
- Deposits and registration fees are non-refundable.

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

\_\_\_\_\_  
YMCA Staff Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

Internal YMCA use only:

Billing: weekly or bi-weekly (circle)

Processed by: \_\_\_\_\_ Date                      Effective date of change: \_\_\_\_\_ Balance due: \_\_\_\_\_