

Request to Disenroll / Transfer / Re-enroll

*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:**

ELC – Downtown Y Classroom: _____

ELC – Green Valley Classroom: _____

B.A.S.E. Site: _____

S.T.A.R.S. / Middle School Site: _____

Session: (circle which applies)

AM only (5 days)

PT AM (3 days)

Full Time (5 days)

PM only (5 days)

PT PM (3 days)

Part Time (3 days)

Before & After (5 days)

PT Before & After (3 days)

Last date of attendance will be: _____

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

ELC – Downtown Y Classroom: _____

ELC – Green Valley Classroom: _____

B.A.S.E. Site: _____

S.T.A.R.S. / Middle School Site: _____

Session: (circle which applies)

AM only (5 days)

PT AM (3 days)

Full Time (5 days)

PM only (5 days)

PT PM (3 days)

Part Time (3 days)

Before & After (5 days)

PT Before & After (3 days)

First date of attendance will be: _____

REASON FOR CHANGE:

- Transfers will always begin on Monday following the request. ***The effective date of disenrollment will be two weeks 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.
- If re-enrolling or transferring, account holders must submit a new tuition agreement upon the effective date of change.
- Deposits and registration fees are non-refundable.

Parent/Guardian Signature Date

YMCA Staff Signature Date

Supervisor Signature Date

Internal YMCA use only:

Billing: weekly, monthly, semi-monthly (circle)

Processed by: Date

Effective date of change: _____ Balance due: _____