Extraordinary Education Center—Drop/Add Request Form

Please complete a separate form for each student.

Parent Name: _____ Student Name: _____

Parent Signature: _____ Date of request: _____

Enrollment/Withdrawal and Drop/Add Policies:

- Supply Fees are due at the time of enrollment and are non-refundable.
- One month of tuition is due at the time of enrollment.
- The first and last month tuition is due by the first day of class.
- A $10 per class drop/add fee will apply to all schedule changes after the first week of class. *(unless initiated by EE)*
- The pre-paid "last month" of tuition will be forfeited when a class is dropped after the first 4 weeks.
- Year-long classes that are dropped at mid-term will also incur the one month tuition penalty.
- Borrowed books and other loaned materials must be returned to the teacher before a drop request will be honored.
- Students will be charged for enrollment in a class until a class withdrawal is requested in writing.
- Requests for withdrawals must be received by the 25th of the month in order to avoid tuition charges for the following month. When a request is received after the 25th of the month, the following month's tuition will be due.
- Cases of extenuating circumstances must be discussed with the Director. If necessary, the EE Board may be asked to review a case and determine whether fees or penalties are due or may be waived.

CLASSES TO BE DROPPED				*Books & materials returned?*	
Class Name	Day	Time	Reason for drop/addition/change	Fee Due	Teacher/Director Signature

CLASSES TO BE ADDED				*Space in class?* *Age, ability level appropriate?*	
Class Name	Day	Time	Reason for drop/addition/change	Fee Due	Teacher/Director Signature