



Child and Youth Programs

NAVY CYP WITHDRAWAL NOTICE FORM—CNICCYP 1700/47

OPNAVINST 1700.9 (series)

Written notification of intent to withdraw must be given at least 14 days prior to the last day of your child’s attendance in any Child Development Center (CDC), School Age Care (SAC), 24/7 Center, or Child Development Home (CDH). If you provide the program with written notice 30 calendar days before your child’s withdrawal date, you will receive a 10-percent discount on your final military payday rate or last weekly CDH payment (not applicable to payments for Summer Camp). Without a written withdrawal notice, the program will continue to charge your child care fees, whether you use child care services or not. **Note:** You will be held to the withdrawal date submitted on this form.

SPONSOR’S NAME: _____
(Print First/Last)

Name of child being withdrawn	Program (CDC, SAC, 24/7 Center, CDH)	Room/Teacher/Provider	Last Day of Attendance

- REASON FOR WITHDRAWAL:**
- Aging out of program
 - Change in school
 - No longer in need of care
 - PCS/Moving
 - Transitioning
 - Other

I wish to formally withdraw my child(ren) from the program(s) listed above.

I am requesting that Navy CYP terminate my auto-debit enrollment (for CDC, 24/7 Centers, or School Year SAC).

Signature of Sponsor: _____ Date: _____

----- FOR OFFICE USE ONLY -----

Received by: _____ (initials): _____ Date: _____
(Print Name)

Processed in CYMS by: _____ (initials): _____ Date: _____
(Print Name)

Final bill will be due on: _____ in the amount of \$_____.