



Enrollment Change

Type of Change: Schedule Re-Enrollment Withdrawal Department
Department: Early Education (Infants/Toddlers) Early Education (2s – Pre-K) Elementary

Student Name (please print): _____

Age: _____ Grade: _____

Effective Date: _____

Schedule Change (Early Education ONLY):

of Days: _____ Half Day Full Day Program: M W F T T H M T W T H F

Room #: _____ Infants Toddlers Two's Three's Pre-K

Withdrawal:

Early Education Department:

A 30-day notice is required for withdrawal of a student. Failure to give a 30-day notice will result in paying a full month's tuition. Students that are withdrawn between the first and fifteenth of the month will be charged for a half month tuition fee. Students that are withdrawn after the fifteenth of the month and before the first of the next month will be charged for the full month.

Elementary Department:

Withdrawal During School Year: A \$200 withdrawal fee will be charged when a student withdraws from the school after being accepted. Students that are withdrawn between the first and fifteenth of the month will be charged for a half month tuition fee. Students that are withdrawn after the fifteenth of the month and before the first of the next month will be charged for the full month.

Withdrawal Prior to School Year Beginning: Fees will be applied as outlined on the FBCS Enrollment Contract.

I approve enrollment change(s) as marked above.

Parent Name (please print): _____

Parent Signature: _____ Date: _____

Office Use Only

Date Received: _____ Received By: _____

Administration Approval: _____ Date: _____

- Copy to Accounting Department
- Entered into Procure
- Entered into Gradelink
- Enrollment Terminated (by Parent)
- Enrollment Terminated (by Administration)