



# 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 Students that are withdrawn between the first and fifteenth of the month will be charged for a half month tuition fee. Students that are withdrawn after the fifteenth of the month and before the first of the next month will be charged for the full month.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 Students that are withdrawn between the first and fifteenth of the month will be charged for a half month tuition fee. Students that are withdrawn after the fifteenth of the month and before the first of the next month will be charged for the full month.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: \_\_\_\_\_

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**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)