



BASEC @ Burbank Schedule Change Request

Student's name _____

Current Schedule

Before School:	M	T	W	TH	F
After School:	M	T	W	TH	F

Please Change To The Following Schedule Below

Before School:	M	T	W	TH	F
After School:	M	T	W	TH	F

Withdrawn

Effective Date: _____

This schedule change must be approved by the Director. You will be notified of this approval. Once enrolled, your child's schedule is set until the January change date. In January, you may adjust the schedule without consequence.

If you choose to change by **deducting** days from your child's schedule at any time other than the January dates, you will be billed a separate processing fee of \$100.00 per change. There will be no additional charge if you add days to your child's schedule. If you withdraw your child from the program, your tuition deposit will be forfeited.

Parent/Guardian Signature _____

Director Approval _____
Date _____