



BASEC @ Burbank  
Schedule Change & Withdrawal Form

Student Name: \_\_\_\_\_

Please circle your child's **current schedule** below:

**Before School**

M                      T                      W                      TH                      F

**After School**

M                      T                      W                      TH                      F

Please circle your child's **new schedule** below:

**Before School**

M                      T                      W                      TH                      F

**After School**

M                      T                      W                      TH                      F

Effective Date of Change: \_\_\_\_\_

If you are withdrawing your child, please indicate the reason below:

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

If you choose to deduct 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 before the end of the year, your tuition deposit will be forfeited.

Parent/Guardian Signature: \_\_\_\_\_

Director Approval: \_\_\_\_\_

Date: \_\_\_\_\_