



## Withdrawal Notice / Schedule Change Request

Child's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Current Schedule: \_\_\_\_\_

### Withdrawal Notice:

From our Family Handbook:

- All withdrawals require at least 30 days' notice.
- Tuition will be prorated for the final month, if necessary.

My child's last day at Good Earth Farm School will be:

\_\_\_\_\_

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### Or Change of Schedule:

From our Family Handbook:

- All families may make two free schedule change requests per school year.
- Requirements:
  - Requests must be recorded on a Withdrawal Notice/Schedule Change Request form.
  - All requests require at least 30 days' notice.
  - All requests are subject to availability.
  - Two requests per year are free; after two requests, each approved request is billed at \$150.
  - Changes in schedule must be for at least one calendar month and may not begin/end except at the beginning/end of a month.

### Change to (circle):

(Half Day Hours are 9:00 AM – 1:00 PM)

2 days, T/TH

3 days, M/W/F

5 days, M-F

(Regular Hours are 8:30 AM – 3:30 PM)

2 days, T/Th

3 days, M/W/F

5 days, M-F

(Extended Hours are 7:15 am – 4:45 pm)

2 days Extended Days, T/Th

3 days Extended Days, M/W/F

5 days Extended Days, M-F

Effective Date for Change: \_\_\_\_\_

(Must start at the beginning of a month with 30 days' notice.)

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\_\_\_\_\_  
(parent signature)

\_\_\_\_\_  
(printed parent name)

\_\_\_\_\_ (date)

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For Office Use:

Date received: \_\_\_\_\_ Approved?: \_\_\_\_\_ EZCare updated: \_\_\_\_\_

How many changes 2017/2018: \_\_\_\_\_ Change Fee required (\$150): \_\_\_\_\_