



**Good Earth Farm School
Withdrawal Notice / Schedule Change Request**

Child's Name: _____

Today's Date: _____

Current Schedule: _____

Withdrawal Notice:

- *Parents/guardians will be required to give a minimum of 30 days' notice to terminate enrollment.*
- *The last day of attendance/notice/tuition billing will be the last day of a full month. Ex. notice given on January 15 would mean that the Preschool Tuition Contract would be terminated effective February 28.*
- *Parents/guardians will be responsible for paying the tuition during the notice period even if the child does not attend school during that month.*

My child's last contractual day at Good Earth Farm School will be (last day of the month, at least 30 days from date of notice): _____

Change of Schedule:

- *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. There could be a wait for a desired schedule.*
- *All families may make two free schedule changes per school year. After two changes, each approved request is billed at \$150. Ex. A request to reduce schedule for travel for one month then a request to increase schedule after travel for one month counts as two events/changes. Any further changes during the year will be billed at \$150 to cover administrative time.*
- *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

Last day of current schedule: (last day of the month, at least 30 days from date of notice):

If known, date requested to return to current schedule:

Parent/Guardian (print): _____

Parent/Guardian (signature): _____

Parent/Guardian (print): _____

Parent/Guardian (signature): _____

For Office Use: ***** For Office Use:

Date received: _____

Approved?: _____

EZCare updated: _____

How many changes current calendar year? _____

Change Fee required (\$150) _____