



CHANGE OF SCHEDULE/ WITHDRAWAL FORM

CHILD'S FULL NAME: _____

TODAY'S DATE: ___/___/___

CHANGE IN SCHEDULE

CURRENT SCHEDULE: ___M ___T ___W ___TH ___F

Paradigm staffs two weeks out based on the current enrollment. Therefore, a full 2 school weeks of notice is required. Notice given in the middle of the week will not count for the current week and will begin on the next full school week.

SCHEDULE CHANGE: ___M ___T ___W ___TH ___F Hours of ___:___AM - ___:___PM Beginning on: ___/___/___ which is at least 2 full school weeks from today's date.

A mandatory **2 full school weeks' notice in writing** on Paradigm's Withdrawal/Change of Schedule Form is required in order to make any schedule changes for my child including withdrawal. All schedule changes are subject to approval. If your child needs to attend on a day they are not normally scheduled, you must contact a Director to see if there is room for your child for the additional days. Your account will be charged for additional days. For staffing reasons, we are not able to swap days you have schedule for non-scheduled days but if ratios allow, we can add days.

PARENT/ GUARDIAN SIGNATURE: _____

DATE: ___/___/___

NOTICE OF WITHDRAWAL

Written notification of withdrawal is required

I/We understand that if our security deposit does not cover our last week of tuition, we will be responsible for paying the balance. Security deposits are non-refundable when a spot has been held for a student who does not begin attendance with Paradigm Care & Enrichment Center after enrollment. Security deposits are non-refundable and can only be used for physical in attendance tuition. No schedule changes for my child may be made with regards to my tuition amount for those last two weeks.

My child's last day at Paradigm will be ___/___/___ which is at least 2 full school weeks from today's date. I understand that if I give notice in the middle of the week, I will still be responsible to pay for that week the next week and my security deposit will be applied towards paying the last week. I am responsible for payment of tuition that my security deposit does not cover at Paradigm Care & Enrichment Center's current rates.

NOTICE OF TEMPORARY WITHDRAWAL (5 or more weeks)*

My Security Deposit will be applied if I temporarily un-enroll. I am aware that upon my child's anticipated return date his/her spot may have been filled by another student. I/We understand that we will contact the school 2 weeks prior to our anticipated return date listed below to see if our spot is still available. I/We understand that I/we will be charged a re-enrollment fee of \$75 if I/we un-enroll (suspend membership) for a period of five or more weeks when I re-enroll.

My child's last day at Paradigm will be ___/___/___ which is at least 2 full school weeks from today's date.

My child's return day to Paradigm will be ___/___/___ If there is a spot for my child to return I will be charged a re-enrollment fee of \$75 and my security deposit.

NOTICE OF TEMPORARY WITHDRAWAL (3-4 weeks)**

Security Deposit remain with Paradigm if I temporarily un-enroll for 3-4 weeks to hold my child's spot. If my child does not return to the program my security deposit will not be refunded. I/We understand that I/we will be charged a re-enrollment fee of \$75 if I/we un-enroll for a period of 3-5 weeks when I re-enroll. I/We understand that if I/We unenroll for a period of three through four weeks I/We will be required to pay 50% of tuition for those weeks in one full payment prior to the leave. We do not allow membership or enrollment to be paused or suspended for less than three weeks.

My child's last day at Paradigm will be ___/___/___ which is at least 2 full school weeks from today's date.

My child's return day to Paradigm will be ___/___/___ Upon return I will be charged a re-enrollment fee of \$75 if gone for 5 or more weeks. If 3 through 4 weeks I will pay 50% of tuition due for those weeks prior to the leave.

*Temporary withdrawal without tuition payment is allowed for 5 or more weeks. **Withdrawal for 3 to 4 weeks requires tuition to be paid at 50% of the current rate without a schedule adjustment. Paradigm does not allow for a temporary withdrawal for anything less than a three-week period.

NOTICE: Security Deposits are non-refundable and can only be used towards physical in attendance tuition. If you un-enroll and plan to re-enroll, but do not end up re-enrolling your security deposit is non-refundable.

PARENT/ GUARDIAN SIGNATURE: _____

DATE: ___/___/___

OFFICE USE ONLY

Received by: _____

Date: ___/___/___

ProCare