



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.

Parent/Guardian Signature

Date

OFFICE USE ONLY
Received by: _____
Date: ___/___/___
 ProCare