10 days notice for students/30 days Faculty/Staff must be given.  Processing fee assessed

Parent Name_________________________________________ ID#________________________

Child’s Name_______________________________________ Final Day of Care_______________

______Student       _______Faculty/Staff     ______Community

Withdrawal Policies

Students:
1. Credits for absent days are not given.
2. 10 days notice must be given when terminating services to receive billing credit. Any enrollment termination prior to the end of the semester is billed a $10 processing fee.
3. Enrollment termination within the first 5 days prior to the scheduled starting date is billed for 5 days of care, a $25 registration fee and a $10 processing fee.
4. A “no Show” termination is billed for 10 days of care, a $25 registration fee, and a $10 processing fee.
5. Enrollment termination within the first 10 days of care is billed for 10 days of care, a $25 registration fee, and a $10 dollar processing fee.
6. Enrollment termination in not accepted within the last 4 weeks of any semester; includes finals week.
7. Enrollment termination after summer classes have started is billed at the full enrolled rate.

Faculty/Staff/Community:
1. Credits for absent days are not given.
2. 30 days written notice must be given when terminating services.

Parent_________________________ __________________________ Date________________________