



Agassiz Baldwin
Community

Enrollment Change Request

20 Sacramento Street 617-349-6287
Cambridge, MA 02138 www.agassiz.org

Your request must be approved by Registration before your enrollment change can take effect. You will be notified by email when your request has been processed.

Today's Date: _____ Child's Name: _____

Program (Circle One): Preschool Kindergarten Afterschool 1st – 5th Grade Afterschool
Maud Morgan Arts Kindergarten Outback 1st – 6th Grade Outback Vacation Week

I am withdrawing my child from the program (Circle One): YES NO

Starting on (date) _____, I would like to (circle desired days below):

ADD: M T W TH F **DROP:** M T W TH F

Enrollment Change Policies (PLEASE REVIEW)

- All changes in enrollment must be submitted by the 15th of the prior month.
- Changes must be approved and confirmed by Registration before they go into effect and will be subject to availability.
- If you withdraw your child from a school year program, deposits paid are non-refundable and non-transferable and will only be applied to June tuition.
- If you withdraw your child from Outback, tuition paid is non-refundable and non-transferable.
- A \$15 change fee will be billed for all enrollment change requests.
- If you request a schedule change that decreases your enrollment and you submit your request after the 15th of the month, your billing will not be adjusted until the next month. (Example: If you change your schedule in January and you submit your request after December 15th, your billing will not be adjusted until February).
- If you request a schedule change that increases your schedule you will be billed the difference in deposit (covers June tuition). If you submit your request by the 15th of the prior month, the \$15 change fee will be waived.

I understand the policies listed above and understand I will be billed accordingly:

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Complete Tuition Policies available at agassiz.org

<u>For Office Use Only:</u>	
Date Received:	Approved Waitlist
Parent notified: _____	