Enrollment Change Request
20 Sacramento Street  617-349-6287 x28
Please submit to
registration@agassiz.org
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):  Early Morning  School Day  Afterschool

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

Starting on (date) ____________, I would like to make the following changes to my schedule:

ADD or DROP (please circle)

Early Morning M-F  Early Morning MWF  Early Morning T/Th
School Day M-F  School Day MWF  School Day T/Th
Afterschool M-F  Afterschool MWF  Afterschool T/Th

Enrollment Change Policies - PLEASE REVIEW BEFORE SUBMITTING
Complete Tuition Policies available at agassiz.org

● Changes must be approved and confirmed by Registration before they go into effect and will be subject to availability.

● Early Morning, School Day, Full Day, and Afterschool Only tuition will be billed every two weeks on Mondays starting 10/19 and includes a $100 student fee that is non-refundable and non-transferable.

● If you withdraw your child before or during a two-week program session:
  o the $100 student fee is non-refundable and non-transferable
  o families will receive a 75% refund for remaining days

● If you increase your child's enrollment during a session, you will owe the difference in tuition for the days remaining in the two-week session, and recurring billing will be adjusted accordingly.

I understand all policies listed above and that I will be billed and/or partially refunded accordingly.

Parent/Guardian Signature: ___________________________________________

For Office Use Only:
Date Received: ____________  Approved     Waitlist     Parent notified: ____________