

## EMU CHILDREN'S INSTITUTE SCHEDULE CHANGE FORM

Please note: Adding hours or re-arrangement in schedules can be accommodated only if space is available.

**ADDING SESSIONS:** Day/Sessions may be added at any time on a space-available basis. Any differential in tuition for the current month will be billed and is due upon confirmation of the new schedule.

**DROPPING SESSIONS:** A \$10.00 per day/session (morning and lunch or full day) fee will be assessed for each dropped day/session beginning the first day of the semester.

**SWAP AND DROP:** The Children's Institute does not swap days.

Today's Date \_\_\_\_\_ Schedule Change Effective Date \_\_\_\_\_

Child's Name \_\_\_\_\_ Class Room \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_ Day Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

**YOUR CHILD'S CURRENT SCHEDULE:** Please indicate your child's current schedule with check marks in the appropriate boxes below.

<b>DAYS</b>	<b>7:30-1:00</b> Includes Breakfast and Lunch <b>Preschool Only</b>	<b>7:30-5:30</b> Includes Breakfast Lunch and Afternoon Snack
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

**YOUR CHILD'S NEW SCHEDULE:** Please indicate the new schedule you are requesting for your child with check marks in the appropriate boxes below.

<b>DAYS</b>	<b>7:30-1:00</b> Includes Breakfast and Lunch <b>Preschool Only</b>	<b>7:30-5:30</b> Includes Breakfast Lunch and Afternoon Snack	<b>Applicable Fee Office Use Only</b>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Current Semester Fee \_\_\_\_\_ New Semester Fee \_\_\_\_\_

Current Installment Payment \_\_\_\_\_ New Installment Fee \_\_\_\_\_

**PRORATED AMOUNT DUE** \_\_\_\_\_ **TUITION DIFFERENTIAL** \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Institute Staff Signature \_\_\_\_\_ Date \_\_\_\_\_