

# Request to Disenroll / Transfer / Re-enroll

\* Today's Date: \_\_\_\_\_ (2 weeks notice required for disenrollment)

Child(ren)'s Name(s): \_\_\_\_\_

Parent /Guardian Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

## I WOULD LIKE TO:

I:  TRANSFER FROM OR  DISENROLL FROM:

- Preschool - WR 2&3's  Infant/Toddler  
 Preschool - Peanut Pals  Kid's Club Site: \_\_\_\_\_  
 Child Development Center  Kid's Unlimited  
 Judy Hoyer Site: \_\_\_\_\_

• Session: (check which applies)

- AM only (5 days)  PT (2 days)  Before & After (5 days)  
 PM only (5 days)  PT (3 days)  Camp, week (circle) 1 2 3 4 5 6 7 8 9 10

• Last date of attendance will be: \_\_\_\_\_

II:  TRANSFER TO OR  RE-ENROLL IN:

- Preschool - WR 2&3's  Infant/Toddler  
 Preschool - Peanut Pals  Kid's Club Site: \_\_\_\_\_  
 Child Development Center  Kid's Unlimited  
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• Last date of attendance will be: \_\_\_\_\_

III: REASON FOR CHANGE: \_\_\_\_\_

- Billing cycle runs Mon-Sun, and will not be pro-rated. Transfers will always begin on Monday following the request. \*The effective date of disenrollment will be two weeks after the end of the current billing cycle. Account holders are responsible for accrued charges up to the effective date of change.
- Account holders that disenroll and later re-enroll will be responsible for the non-refundable registration fee of \$25 per child.
- Refunds/credits will be processed approximately 10-14 business days after the effective date.
- If re-enrolling or transferring, account holders must submit a new tuition agreement upon the effective date of change.
- Deposits and registration fees are non-refundable.

IV: \_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
YMCA Staff Signature Date

\_\_\_\_\_  
Supervisor Signature Date

Internal YMCA use only:

Billing: weekly or monthly (circle)

Processed by: \_\_\_\_\_ Date

Effective date of change: \_\_\_\_\_ Balance due: \_\_\_\_\_

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