

MBUSD Extended Day Program

Schedule Change Request or Withdrawal Notification

All schedule changes or withdrawals must be made in writing and approved by school staff by the **15th of the month** for the change to take effect on the first of the following month. Change requests are contingent upon confirmation of space availability. There will be no adjustments to tuition which has already been billed.

Child's Name _____ **School Site** _____
Parent's Name _____ **Phone** _____
Parent's Signature _____ **Date** _____

Please circle current schedule:

5 Days	AM	PM	AM/PM
3 Days (MWF)	AM	PM	AM/PM
2 Days (Tu-Th)	AM	PM	AM/PM

Current Monthly Fee: _____

Please circle new schedule requested

5 Days	AM	PM	AM/PM
3 Days (MWF)	AM	PM	AM/PM
2 Days (Tu-Th)	AM	PM	AM/PM

New Monthly Fee: _____

Change in Fee: _____

Withdrawal Notification ONLY:

My child's last day was / will be _____

Note: You must give a two-week written notice prior to your child's last day when withdrawing from the program or you will forfeit your two week deposit.

-----Below for Staff Use Only-----

Staff Approval	
Today's Date:	Signature:
Effective Date:	

Cc: MBUSD Business Office / EDP