SCHEDULE CHANGE FORM

Geneva Park District

Changes in your child's schedule will be accepted the 1st-20th of the month preceding the month the change is to become effective. A $5.00 service fee will be charged for all schedule changes. This schedule change will not be processed without a $5.00 payment attached. Acceptable forms of payment include cash or check. (*If there is no change in your monthly payment, the fee will be waived.*) By signing below, you are authorizing the Geneva Park District to change your monthly payment. Filling out this form does not guarantee a schedule change. Changes will be allowed based on space availability at the specific site.

Child's Name_____

School_____ Home Phone_____

Manner in which you make your monthly tuition payment:

MasterCard Visa CHARGE CARD #_____ Exp. Date_____

Days your child is currently attending (please circle):

AM	Monday	Tuesday	Wednesday	Thursday	Friday
PM	Monday	Tuesday	Wednesday	Thursday	Friday

Days you are changing to (please circle): If you are canceling, please fill in last day child will be attending _____.

AM	Monday	Tuesday	Wednesday	Thursday	Friday
PM	Monday	Tuesday	Wednesday	Thursday	Friday

Change to become effective the 1st of (please circle):

September October November December January February March April May

**If the first of the month falls on a Tuesday-Friday, then your change will become effective the Monday preceding the first*

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SIGNATURE OF PARENT/LEGAL GUARDIAN RELATIONSHIP TO CHILD DATE

For Office Use Only

New tuition amount_____ Roster change completed_____ Finance_____