

## THEO ADD / DROP FORM

Student Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_ Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_ School Year: \_\_\_\_\_ Parent Email: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

***\*PAYMENTS: Attach two months tuition for any school year classes signed up during the school year unless it's for the upcoming semester which hasn't begun which only requires one month tuition. Attach the entire tuition for summer classes. No refunds on dropped classes. Refunds issued only if a class doesn't make.***

### ADD SCHOOL YEAR CLASS(ES)\*

Class Name	Teacher	Day(s)	Start Time	Monthly Tuition	Supply Fee	Check # / Amount

### ADD SUMMER CLASS(ES)\*

Summer Class Name	Teacher	Dates	Time	Tuition	Check # / Amount

### DROP CLASS(ES)

***NOTE: NO refunds. Monthly Tuition is still due if this form is not turned in prior to the 1st day of the month.***

Class Name / Day(s)	Teacher	Reason for drop

Office Use: Date Received: \_\_\_\_\_ Date in Database or Google Doc \_\_\_\_\_ All Payments Attached \_\_\_\_\_  
 Tuition Recorded \_\_\_\_\_ Family Registration Printed \_\_\_\_\_ Emailed Teacher \_\_\_\_\_ Added to Invoice \_\_\_\_\_  
 [New Family: \$25 Processing fee check # \_\_\_\_\_ and \$50 Summer Registration fee check # \_\_\_\_\_]  
 Welcome sent if applicable \_\_\_\_\_ Scanned \_\_\_\_\_