



## Cancellation Request

Parents are responsible for fees incurred until a cancellation form is received by the Clubhouse office. Re-enrollment is dependent upon availability at the specific program site.

Refunds may be given when a participant withdraws from the program or for extended medical reasons documented by a physician. The refund will be pro-rated based upon the last day of attendance and date of notification of withdrawal.

Refunds will not be given for emergency school closings, family trips and vacations, absences, extracurricular activities or for alternate childcare arrangements.

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_ Date: \_\_\_\_\_

I would like to cancel all **daily** Clubhouse services, but be kept as a Field Trip Only Participant

I would like to cancel **all** Clubhouse services and correspondence

Please provide the date this cancellation will become effective: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Relationship To Child

\_\_\_\_\_  
Date

### Office Use Only

Roster Change Completed: \_\_\_\_\_

Key Fob De-Activated: \_\_\_\_\_

Finance: \_\_\_\_\_

Email Address Removed: \_\_\_\_\_

Moved to FTO List: \_\_\_\_\_

Refund Issued?: \_\_\_\_\_

→ Amount: \_\_\_\_\_