



## Schedule Change

Schedule changes will be accepted from the 1<sup>st</sup> - 20<sup>th</sup> of the month. These changes will become effective the following month unless otherwise stated. A \$5 service fee will be charged for each schedule change submitted.

By signing this form, you are authorizing the Buffalo Grove Park District to charge the \$5 service fee that will be added to your monthly tuition amount.

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

School: \_\_\_\_\_

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

Manner in which you make your monthly tuition payment:

- Charge/Debit Card
- Electronic Fund Transfer

Please check the days (AM and PM) you would like to for your child to attend.

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

Please check the month you would like the change to become effective.

September    October    November    December    January    February    March    April    May

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

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

\_\_\_\_\_  
Relationship to Child

\_\_\_\_\_  
Date

### For Office Use Only

New Tuition Amount: \_\_\_\_\_

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

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

Email Confirmation: \_\_\_\_\_