



# Cancel/Change Form

- All requested attendance changes **must be** received by 12:00 PM on the Thursday prior to the week requesting changes. Changes take 5 business days to process and go into effect on Mondays. Cancellations must be received at least 30 days after the last day attended for a full refund. If a proper form is not filled out, the parent will be responsible for tuition and fees.
- \$10 service fee will be charged for all schedule changes, excluding household information.
- This form should be turned into the STAR office (1685 Higgins Rd) or fax to 847-884-1475.

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

Date: \_\_\_\_\_

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

Household ID: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

**CURRENT SCHEDULE:**

**5 days/week**

**3 days/week**

**Kinder STAR (WRC only)**

Before Only

Before Only

3 days/week until 2:30pm

After Only

After Only

5 days/week until 2:30pm

Before and After

Before and After

3 days/week

Last day of current option: \_\_\_\_\_

5 days/week

**NEW SCHEDULE: CHANGES WILL BE APPROVED PENDING SPACE AVAILABILITY AT THE SITE.**

Dropping from STAR

Reason for change: \_\_\_\_\_

Changing schedule to\*:

*\* 3 day options and after school options are limited.*

*\*If you drop from an after school option, re-enrollment is not guaranteed.*

**5 days/week**

**3 days/week**

**Kinder STAR (WRC only)**

Before Only

Before Only

3 days/week

3 days/week until 2:30pm

After Only

After Only

5 days/week

5 days/week until 2:30pm

Before and After

Before and After

Check Days Attending:  M  T  W  TH  F

First day of new option: \_\_\_\_\_

I authorize my monthly EFT payments to be changed accordingly to the new monthly fee of \$ \_\_\_\_\_. (Fees on reverse side.)

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use Only

Staff Received: \_\_\_\_\_

Administrative Charges: **\$10.00**

Manager Received: \_\_\_\_\_

Refund Amount: \_\_\_\_\_