

Brevard After School Program Change/Flex/De-enroll/Refund Form

Please complete one of the columns and submit this request to a BAS staff member

PARENT REQUEST FOR CHANGE TO ENROLLED PROGRAM:

The procedures for Brevard After School allow each child to have a program change once each school year session without additional fees assessed. Please be advised that a registration fee of \$25.00 will be charged to your account for the second program change each school year and \$50.00 will be charged for the third or greater program change.

The Program Change/Flex/De-enroll Form must be submitted prior to the child's attendance in their new program enrollment and prior to any billing adjustments applied to the account.

Current enrolled program (check one):

AM Only PM Only AM/PM Daily Drop-In
 Other-Identify: _____

Requested program change (check one):

Effective date: _____

AM Only PM Only AM/PM Daily Drop-In
 Other-Identify: _____

OR

De-enroll from Program (If a child returns after being de-enrolled a \$50.00 registration fee will be charged.)

*It is the responsibility of the account holder to cancel Auto-Pay enrollment at the time of the de-enrollment request to avoid any further charges to the credit/debit card. *

Refund Request (check one):

I would like a refund in the form of a **check** mailed to: _____

*May be a 4-6 week process.

OR

I would like a refund credited to the **credit card** that was used to make the most recent payment on my account.

*May be a 2-3 week process.

A 3.25% service fee will be charged to all credit card refunds more than \$30.76. A \$1.00 service fee will be charged to all credit card refunds less than \$30.77.

PARENT REQUEST FOR FLEX CREDIT

(No Service/No Cost):

The procedures for Brevard After School entitle each child to two flex weeks of no service/no cost within the school year.

Flex credits will be applied only after the attendance for the requested week has been submitted and reviewed. **Auto-Pay payments will be processed as usual, this will result in a credit balance on your account for the charged amount after the flex week credit has been applied.**

Request for credit must be completed and submitted prior to the week of non-attendance OR on the day the child returns after the week of non-attendance.

I am requesting a "flex" credit to my account. This is my:

1st weekly request 2nd weekly request

My child will not/did not attend the week of:

Monday ___/___/___ through Friday ___/___/___

Monday ___/___/___ through Friday ___/___/___

(It is not necessary to request both weeks at one time.)

I understand that I am limited to two (2) weekly requests for each of my child(ren) during the school year.

Credits will be applied only after the attendance for the requested week has been submitted and reviewed. Credits will generally appear by the second business day of the week following the non-attended week.

Name of Child(ren): _____

Parent Signature/Date

For BAS Use Only:

Form received on: _____ (date) Account #: _____ BAS Staff initials: _____

Request not submitted by parent; above adjustment implemented by staff: _____

Entered in the Account Summary worksheet: _____ (date).

Refund request form sent to Alyson Fox: _____ (date)

Late Payment Fee cancelled for week of flex or de-enrollment: _____ (date)