

# Christian Educators Resource Center



Black Ink Only

## Student Add/Drop Form

Today's Date	Student Last Name	Student First Name

Parent Name	Parent Email address	Cell Phone

ADD			CERC Use Only		
Class	Material Fees	Instructor	Enrollment Fee (new family) + Current Month's Tuition	Materials Fees Distributed	Copies Made
<b>Total Payment due:</b>					

DROP		CERC Use Only			
Class	Instructor	Remaining Tuition (months x tuition)	Drop Fee %	Drop Fee	Initial Each
					Listed:
					Copied:
					QB:
<b>Total Drop Fee due:</b>					

<b>Reason for Drop:</b>

### Drop Penalty Schedule

1 <sup>st</sup> day of classes – Sept 15th	no penalty fee
Sept 16th – last day of fall semester	50% penalty fee of remaining tuition
End of fall semester – end of year spring semester	100% penalty fee of remaining tuition
<i>Spring only course:</i> 1 <sup>st</sup> day of classes - end of January	no penalty fee
February – end of spring semester	100% penalty fee of remaining tuition

**No Add or Drop is official until Student Add/Drop Form is completed, turned in to CERC, and signed by receiving Board Member.**

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

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

