

CERC Student Add/Drop Form

Date: _____

| | | | |
|-------------------|-------------------|------------|-----------|
| Semester Enrolled | Student Last Name | First Name | Birthdate |
|-------------------|-------------------|------------|-----------|

| | | |
|----------------------|------------|------------|
| Parent Email address | Home Phone | Cell Phone |
|----------------------|------------|------------|

ADD

Previously Enrolled Student

| | | | | CERC Use Only | | |
|--------------------------|------------|---------------|---------|---------------|---------------|------------------|
| Class/Workshop/Camp Name | Class Code | Materials Fee | Teacher | Reg Amount | Reg Date Paid | Materials Fee Pd |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | Listed: Y/N | Copied: Y/N | Entered: Y/N |
| | | | | Receive Date | Signature | |

DROP

| | | | CERC Use Only | | |
|--------------------------|------------|---------|-------------------|---------------------|--------------|
| Class/Workshop/Camp Name | Class Code | Teacher | Remaining Tuition | Drop Fee Percentage | Drop Fee |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | Listed: Y/N | Copied: Y/N | Entered: Y/N |
| | | | Receive Date | Signature | |

DROP PENALTY SCHEDULE
(Check calendar for exact days)

Up to:
 30 School Days
 60 School Days
 90 School Days
 Rest of School Year

No Penalty
 25% Penalty of Remaining Tuition
 50% Penalty of Remaining Tuition
 100% Penalty of Remaining Tuition

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