

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/Camp/Workshop	Class Code	Material Fees	Instructor	Enroll. Fee + Current Month's Tuition	Mat Fees Distrib	Added to Class List	QB	Copies (1-DOE 1-Teacher)
Total Payment due:								

DROP			CERC Use Only			
Class/Camp/Workshop	Class Code	Instructor	Remaining Tuition (months x tuition)	Drop Fee %	Drop Fee	Initial Each
						Removed:
						Copied:
						QB:
			Total Drop Fee due:			

Reason for Drop:

Drop Penalty Schedule

- | | |
|--|---------------------------------------|
| 1 st day of classes – Sept 15 | no penalty fee |
| Sept 16 – October 31 st | 25% penalty fee of remaining tuition |
| Nov 1 st – end of semester | 50% penalty fee of remaining tuition |
| End of semester – end of year | 100% penalty fee of remaining tuition |
- Spring Term Only course – check academic calendar for drop penalty dates and percentages

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:** _____