



# Change of Schedule Request

Changes in your child's schedule are due by the 20th of the month prior to the change and all changes will start on the 1st of the month. A \$5.00 service fee will be charged for **each** schedule change. **This schedule change will not be processed without a \$5.00 payment attached (cash, check or credit card).** CHANGES OF LESSER COMMITMENT ARE SUBJECT TO A \$25 FEE. No changes, withdraws or cancellations will be accepted after April 20, 2012.

By signing below, you are authorizing the Woodridge Park District to change your monthly payment. Confirmation of changes with the effective date and new payment schedule will be sent via email.

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

School \_\_\_\_\_ Home Phone \_\_\_\_\_

Email Address to send confirmation \_\_\_\_\_

Days your child is currently attending (please circle):

AM	Monday	Tuesday	Wednesday	Thursday	Friday
PM	Monday	Tuesday	Wednesday	Thursday	Friday

Proposed new schedule you want your child to attend (please circle)

AM	Monday	Tuesday	Wednesday	Thursday	Friday
PM	Monday	Tuesday	Wednesday	Thursday	Friday

SIGNATURE OF PARENT/LEGAL GUARDIAN \_\_\_\_\_ RELATIONSHIP TO CHILD \_\_\_\_\_ DATE \_\_\_\_\_

*This section must be filled out if you are using:*

VISA       MASTERCARD

ACCOUNT # \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Exp. Date \_\_\_\_\_ Amount of Charge \_\_\_\_\_

*"I authorize the Woodridge Park District to charge my VISA/MASTERCARD for program registration fees."*

AUTHORIZED SIGNATURE  
X \_\_\_\_\_



**For Office Use Only**

Effective date of change \_\_\_\_\_

New tuition amount \_\_\_\_\_ Confirmation of Change sent \_\_\_\_\_

Roster change completed \_\_\_\_\_ Adjustments Approved by \_\_\_\_\_