



Add/Drop Form

There are NO REFUNDS for any classes dropped after the end of the third-class meeting. Full tuition is expected. Please be reminded of the refund policy you agreed to upon submission of each student's registration form. All changes will take effect and the fees will be assessed upon receipt of this form.

Complete one form for each student.

Parent's Name:	Click or tap here to enter text.	Phone Number:	Click or tap here.
Student's Name:	Click or tap here to enter text.	Date of Submission:	Click or tap to enter a date.

Class(es) I would like **ADDED** to the student listed above:

Class Name:	Click or tap here to enter text.	Day/Time:	Click or tap here.
Class Name:	Click or tap here to enter text.	Day/Time:	Click or tap here.
Class Name:	Click or tap here to enter text.	Day/Time:	Click or tap here.

Class(es) I would like **DROPPED** from the student listed above, and I do understand the penalties incurred as listed below:

- Classes dropped before July 16 will receive a full refund of any class fees. Paid. (Registration fee is non-refundable.)
- Classes dropped between July 16 and the first day they meet will incur a fee of \$30 per dropped class unless it is exchanged for another class.
- Classes dropped after the third-class meeting will be expected to be paid in full.
- There are no refunds for classes dropped for the second semester.

Class Name:	Click or tap here to enter text.	Day/Time:	Click or tap here.
Class Name:	Click or tap here to enter text.	Day/Time:	Click or tap here.
Class Name:	Click or tap here to enter text.	Day/Time:	Click or tap here.

Please submit your completed form to Shannon Van Den Bosch using one of the following options

- Drop off during GRACE hours.
- Email to office.gracehomeschool@gmail.com
- Mail form to the below address.

Do keep in mind that the date Shannon receives the form is considered the date used to determine any refund/penalty.

Refund Policy: If you drop a class **before the first day** of classes, you will receive a full refund, less the registration fee, **and**, if after July 15, less a \$30 per class processing fee. If a student drops a class on or after the day of the first-class meeting, but before the end of the day of the third-class meeting, half of the full year's tuition for that course will be refunded/deducted. **If a class is dropped after the third-class meeting, no refund/deduction will be given, and you will be required to pay any remaining balance.** If you drop all your family's classes, you will also forfeit the deposit fee paid at registration. GRACE has fixed financial obligations requiring us to have this policy. No refunds are given to second semester dropped classes. Please use the Add/Drop form located on our website under the Forms tab.