

## Add / Drop Request Form (2017-2018)

|        |       |
|--------|-------|
| Date   | _____ |
| Roster | _____ |
| Log    | _____ |

- Neatly fill out form and bring to the Processing desk. Do not write in "Processing Use Only" section. A processor will calculate fees and/or tuition amounts.
- If your child is outside the grade/age range for a class you would like to ADD, please email info@legacyhc.org to request an out-of-grade/age range exception. Age is as of September 1 of the current school year.

*I understand that all materials fees and tuition paid for confirmed classes are nonrefundable.*

Parent Signature \_\_\_\_\_ New Registration Yes \_\_\_\_\_ No \_\_\_\_\_

### Parent Information

Last Name \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Email \_\_\_\_\_

### Student Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Gender \_\_\_\_ Birthday \_\_\_\_\_ Age \_\_\_\_ Grade \_\_\_\_\_

| Date * | Action ** | Teacher | Hour | Class Title |                     | Grade/Age Range | Monthly Tuition | Prorated Tuition | Total Tuition | Materials Fee | Proc. Init |
|--------|-----------|---------|------|-------------|---------------------|-----------------|-----------------|------------------|---------------|---------------|------------|
|        |           |         |      |             | Processing Use Only |                 |                 |                  |               |               |            |
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### Student Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Gender \_\_\_\_ Birthday \_\_\_\_\_ Age \_\_\_\_ Grade \_\_\_\_\_

| Date * | Action** | Teacher | Hour | Class Title |                     | Grade/Age Range | Monthly Tuition | Prorated Tuition | Total Tuition | Materials Fee | Proc. Init |
|--------|----------|---------|------|-------------|---------------------|-----------------|-----------------|------------------|---------------|---------------|------------|
|        |          |         |      |             | Processing Use Only |                 |                 |                  |               |               |            |
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|        |          |         |      |             |                     |                 |                 |                  |               |               |            |

**\*\* Actions:**  
Add\*      Add to WL  
Drop\*     Add from WL\*

**\* Date:**  
"Add" and "Add from WL" date should be date of first class that will be attended.  
"Drop" date should be date of last class attended.