

Note: *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.*

Instructions:

Page 2 On the first page of the Add/Drop form, enter Parent Information, Student Information for up to two students, and any Adds or Drops that you are requesting. You can print one or more copies of page 4 for additional students.

For each Add or Drop, enter:

- "Add" or "Drop" in the Action column (Processing will note whether or not a waitlist is involved),
- the Teacher's last name and first initial,
- the Class Time (e.g., 9:00),
- the name of the class, and
- the Monthly Tuition amount.

Processing will fill out the remaining columns.

Page 3 The second page of the form is used for totaling and recording payment information.
- For every class you ADD on pages 2 and 4 of the form, add a corresponding line to the Materials Fees section of page 3.
- Materials fee checks are to be made payable to each teacher.

You will write a single check to Legacy for the tuition owed for all added classes. *Please wait to write this check until Processing has determined the total amount due for tuition.*

When adding a class, the tuition due will include all tuition due before the next invoices come out (the week before Tuition Due dates) plus the last month's tuition. Depending on when you add a class, the tuition paid ranges from 1.75 - 2.5 months.

Note regarding Dropped classes: If you drop a class, your prepaid, final month's tuition will be applied as a drop fee. Refund checks will not be issued for dropped classes. If a class is dropped, a tuition credit for that class will be applied to the following month's invoice. If classes are added and dropped at the same time, the credit for dropped classes will be applied to any classes that are added. Advance notification is required to receive tuition credit for the week that a class is dropped. Email notification to info@legacyhc.org is acceptable. Notification must be received by email or our post office box by end of day Wednesday in order to receive a tuition credit for that Friday's class.

Page 4 *(Optional)* Page 4 can be used for additional students.

Parent Name and Cell #: _____

Student Information

Last Name _____ First Name _____ Gender ____ Birthday _____ Age ____ Grade _____

Effective Date *	Action *	Teacher	Time	Class Title	Monthly Tuition	Multiplier	Total Tuition	Grade/Age Range	Proc. Init	
							Subtotal:			

For Date and Action columns, see NOTES below.

Student Information

Last Name _____ First Name _____ Gender ____ Birthday _____ Age ____ Grade _____

Effective Date *	Action *	Teacher	Time	Class Title	Monthly Tuition	Multiplier	Total Tuition	Grade/Age Range	Proc. Init	
							Subtotal:			

For Date and Action columns, see NOTES below.

Student Information

Last Name _____ First Name _____ Gender ____ Birthday _____ Age ____ Grade _____

Effective Date *	Action *	Teacher	Time	Class Title	Monthly Tuition	Multiplier	Total Tuition	Grade/Age Range	Proc. Init	
							Subtotal:			

For Date and Action columns, see NOTES below.

***NOTES:** Action Column options: Add, Add to WL (waitlist), Add from WL (waitlist), Drop
 Effective Date Column: For "Add" and "Add from WL," enter date of first class to be attended. For "Drop," enter date of first class NOT attended.