



Children's Campus at SF State

Center for Early Care and Education, Professional Development, and Research

Schedule Change Request Form

- Complete one form per child and return it to the front desk.
- There is a \$25 Schedule Change Request Fee. This fee will be added to your account and payable with your next month's tuition.
- SF State Faculty and Staff have priority to schedule changes.
- Schedule changes reducing your contracted schedule and tuition will be implemented if we can fill the open space or 30 days after submitting the Schedule Change Request, whichever occurs sooner. Any tuition over-payment from a reduced schedule will be applied to the next month's tuition.
- Schedule changes for increasing your contracted schedule will be implement if there is space available.
- We cannot guarantee schedule changes.

Child Name _____ Classroom: _____

Family Type: Faculty /Staff Community

Current Schedule	New Schedule Requested
<input type="checkbox"/> M-F <input type="checkbox"/> MWF <input type="checkbox"/> TTH	<input type="checkbox"/> M-F <input type="checkbox"/> MWF <input type="checkbox"/> TTH
_____ I would like this change ASAP _____ I would like this change around this date: _____	

Signature of Parent/Guardian

Date

Schedule Change form and fee are valid from the date of payment through the last day of the current program year.

For Office Use Only PAID
Rev. 2/2018

UNPAID

WAIVED