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

<table>
<thead>
<tr>
<th>Current Schedule</th>
<th>New Schedule Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ M-F</td>
<td>□ MWF</td>
</tr>
</tbody>
</table>

_____ 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 □ UNPAID □ WAIVED

Rev. 2/2018