



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"/> 9 Month Program <input type="checkbox"/> 12 Month Program <input type="checkbox"/> M-F <input type="checkbox"/> MWF <input type="checkbox"/> TTH | <input type="checkbox"/> 9 Month Program <input type="checkbox"/> 12 Month Program <input type="checkbox"/> M-F <input type="checkbox"/> MWF <input type="checkbox"/> TTH |
| <p>_____ I would like this change ASAP</p> <p>_____ I would like this change around this date: _____</p> | |

Signature of Parent/Guardian

Date