



Program Change Request Form

Request to change from Hybrid Student to Flex Student

This form is being initiated by: _____ Relationship to student: _____

Student's Name: _____ Student's grade: _____

Date change is requested: _____ Date form was initiated: _____

Before request can be considered:

Until you have met with Administration and obtained their signature, the Program Change is not considered finalized and invoicing will continue until that date.

Administration's Signature: _____ **Date:** _____

1. Requests for a change in program are generally only approved in exceptional circumstances.
2. In most cases, the change should only take place at the beginning of a semester to be less disruptive to the class, teacher and student.
3. It should be understood that this change request would change the Financial Agreement that was signed and will have a negative fiscal impact for CCA. As outlined in the financial agreement, the full amount of the agreement is due unless the Board of Directors agrees to change your agreement.
4. An additional \$50 Program Change Fee will be added to your account amount due.

Reason for change: (use extra paper if necessary)

Parent's Signature: _____ **Date:** _____

Administration Signature: _____ **Date:** _____

-----Office Use-----

Business Manager Signature: _____ **Date:** _____

Principal Approval Signature: _____ **Date:** _____

Comments: