



# Program Change Request Form

Request to change from Flex or ½ Day Student  
to Full Day Hybrid Student

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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:** \_\_\_\_\_

**It should be understood that this change request would require a revised Financial Agreement. There will be an adjustment in your tuition billing to correspond with your payment schedule before you begin the Hybrid Program.**

Reason for change: (use extra paper if necessary)

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**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administration Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Business Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal Approval Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**