

## Change of Enrollment Form For Primary Program (Ages 3-6)

Student Name: \_\_\_\_\_ Current Lead Teacher: \_\_\_\_\_  
Parent / Guardian Name: \_\_\_\_\_ Desired Start Date for Changes: \_\_\_\_\_

*Please note that requests for changes to your student's schedule do not guarantee that changes will be approved. Changes must be approved by the Executive Director, who will implement or deny changes at her / his discretion, considering program availability and other factors.*

The following changes require 30 days' notice:

Please change my student's enrolled schedule:

- To Full Day 9am - 4pm (Teacher Preference, Optional: \_\_\_\_\_)
- To AM Only 9am - 12:30pm
- To PM Only 12:30pm - 4pm

The following changes should be submitted prior to the 23rd of the month:

- Please add my student to Before Care (\$200 / month)
- Please add my student to After Care (\$200 / month)

Reason for Request (Optional): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- If changes are approved, tuition will be prorated as applicable.
- Please email this form to [fms@fairbanksmontessori.org](mailto:fms@fairbanksmontessori.org) or turn into the front office.

*The FMS Director will notify me regarding the outcome of this request. If this request is approved, I agree to changes on my monthly invoices resulting from my child's new schedule, and understand that I remain responsible for any amounts due FMS.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Changes Approved: Yes No Start Date for Changes: \_\_\_\_\_

Director's Notes: \_\_\_\_\_  
\_\_\_\_\_

**Withdrawal Form**  
**for Primary Program (Ages 3-6)**

Name of Student: \_\_\_\_\_ Lead Teacher: \_\_\_\_\_

Please withdraw my student from Fairbanks Montessori School. My student's last day of attendance will be: \_\_\_\_\_.

Reason (optional): \_\_\_\_\_

**Withdrawal Policy**

-If this notice is provided 30 days before the next billing cycle (or earlier), the final tuition invoice will be prorated to reflect the final 30 days of attendance.

-If this notice is provided less than 30 days prior to the next billing cycle, tuition will be billed for the following month as well.

-FMS does not enroll students after March 1st, therefore, if a student is being withdrawn with a final attendance date later than the last school day of February, regardless of when notice is provided, tuition is due for the rest of the academic year.

-By signing below, I agree that I am responsible for any amounts due FMS, including any unfulfilled volunteer hours, which will be prorated and added to my final invoice.

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

Please submit form to [fms@fairbanksmontessori.org](mailto:fms@fairbanksmontessori.org) or to the FMS front office.

**Office Use Only**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Director's Notes: \_\_\_\_\_  
\_\_\_\_\_

Billing Notes: \_\_\_\_\_  
\_\_\_\_\_