

Note #1: *If your child is outside the grade/age range for a class you would like to ADD, please email info@legacyhc.org to request an out-of-grade/age range exception. Age is as of September 1 of the current school year.*

Note #2: *If you are adding your child to a class that has openings at the same hour your student is already on a waitlist, you need to drop your student from any waitlists at that hour. Students may not be confirmed in a class and remain on the waitlist for a different class during the same hour.*

Instructions:

Page 2 On the first page of the Add/Drop form, enter Parent Information, Student Information for up to two students, and any Adds or Drops that you are requesting. You can print one or more copies of page 4 for additional students.

For each Add or Drop, enter:

- "Add" or "Drop" in the Action column (Processing will note whether or not a waitlist is involved),
- the Teacher's last name and first initial,
- the Class Time (e.g., 9:00),
- the name of the class,
- the Materials Fee amount, and
- the Monthly Tuition amount.

Processing will fill out the remaining columns.

Page 3 The second page of the form is used for totaling and recording payment information.

You will write a single check to Legacy for the Tuition and Materials Fees owed for all added classes. *Please wait to write this check until Processing has determined the total amount due for Tuition.*

When adding a class, the Tuition Due will include all Tuition Due before the next invoices come out (the week before Tuition Due dates) plus the last month's Tuition. Depending on when you add a class, the Tuition paid ranges from 1.75 - 2.5 months.

Note regarding Dropped classes: If you drop a class, your prepaid, final month's tuition will be applied as a drop fee. Refund checks will not be issued for dropped classes. If a class is dropped, a tuition credit for that class will be applied to the following month's invoice. If classes are added and dropped at the same time, the credit for dropped classes will be applied to any classes that are added. Advance notification is required to receive tuition credit for the week that a class is dropped. Email notification to info@legacyhc.org is acceptable. Notification must be received by email or our post office box by end of day Wednesday in order to receive a tuition credit for that Friday's class.

Page 4 *(Optional)* Page 4 can be used for additional students.

LEGACY HOMESCHOOL CENTER

P.O. Box 52871, Bellevue, WA 98015

www.legacyhc.org

Add / Drop Request Form (2019-2020)

Date: _____
Roster: _____

- Neatly fill out form and bring to the Processing desk. Do not write in "Processing Use Only" sections (indicated by a double-outline box).
- If your child is outside the grade/age range for a class you would like to ADD, please email info@legacyhc.org to request an out-of-grade/age range exception. Age is as of September 1 of the current school year.

New Registration Yes _____ No _____

Parent Information

Last Name _____ Mother _____ Father _____

Address _____ City _____ Zip _____

Cell Phone _____ Home Phone _____ Email _____

Student Information

Last Name _____ First Name _____ Gender ____ Birthday _____ Age ____ Grade _____

Effective Date *	Action *	Teacher	Time	Class Title	Materials Fee	Monthly Tuition	Tuition Multiplier	Total Tuition	Grade/Age Range	Proc. Init
<i>For Date and Action columns, see NOTES below.</i>					Subtotal:					

Processing Use Only

Student Information

Last Name _____ First Name _____ Gender ____ Birthday _____ Age ____ Grade _____

Effective Date *	Action *	Teacher	Time	Class Title	Materials Fee	Monthly Tuition	Tuition Multiplier	Total Tuition	Grade/Age Range	Proc. Init
<i>For Date and Action columns, see NOTES below.</i>					Subtotal:					

Processing Use Only

***NOTES:** Action Column options: Add, Add to WL (waitlist), Add from WL (waitlist), Drop
 Effective Date Column: For "Add" and "Add from WL," enter date of first class to be attended. For "Drop," enter date of first class NOT attended.

Parent Name and Cell #: _____

Materials Fees & Tuition:	For Processing Use Only
SubTotals from Page 2	
Materials Fee - Student #1	_____
Tuition - Student #1	_____
Materials Fee - Student #2	_____
Tuition - Student #2	_____
SubTotals from Page 4	
Materials Fee - Student #3	_____
Tuition - Student #3	_____
Materials Fee - Student #4	_____
Tuition - Student #4	_____
Materials Fee - Student #5	_____
Tuition - Student #5	_____
SubTotals from Additional Page	
Materials Fee - Additional Students	_____
Tuition - Additional Students	_____
Total Amount Due/ (Credit to Statement):	_____ For Amount Due, please make check payable to Legacy Homeschool Center.
Check #:	_____

I understand that ALL materials fees for confirmed classes are nonrefundable. In addition, if I drop a class, my prepaid, final four weeks of tuition will be nonrefundable.

Parent Signature _____ Date _____

Parent Name and Cell #: _____

Student Information

Last Name _____ First Name _____ Gender ____ Birthday _____ Age ____ Grade _____

Effective Date *	Action *	Teacher	Time	Class Title	Materials Fee	Monthly Tuition	Tuition Multiplier	Total Tuition	Grade/Age Range	Proc. Init
						Subtotal:				

For Date and Action columns, see NOTES below.

Student Information

Last Name _____ First Name _____ Gender ____ Birthday _____ Age ____ Grade _____

Effective Date *	Action *	Teacher	Time	Class Title	Materials Fee	Monthly Tuition	Tuition Multiplier	Total Tuition	Grade/Age Range	Proc. Init
						Subtotal:				

For Date and Action columns, see NOTES below.

Student Information

Last Name _____ First Name _____ Gender ____ Birthday _____ Age ____ Grade _____

Effective Date *	Action *	Teacher	Time	Class Title	Materials Fee	Monthly Tuition	Tuition Multiplier	Total Tuition	Grade/Age Range	Proc. Init
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