

REGISTRATION CHANGE FORM

- You can add classes and camps online. This form is for changes and refund requests.
- Only a parent or guardian can request a schedule change or refund.
- Once an enrollment is submitted, the refund policy applies.
- Contact SPEF (626) 441-5810 ext. 1163 with questions or email info@spef4kids.org
- Submit completed form to the SPEF Office 1020 El Centro St #3, South Pasadena, 91030.

CLASS CHANGES/SWAPS = \$25
CLASS DROPS/CANCELATION = \$75
CAMP DROPS/CANCELATION = \$100

PLEASE PRINT CLEARLY

STUDENT LAST NAME	STUDENT FIRST NAME	DATE OF BIRTH	PHONE
NAME OF PARENT/GUARDIAN FILLING OUT THE FORM <input type="checkbox"/> FATHER <input type="checkbox"/> MOTHER <input type="checkbox"/> GUARDIAN		PROGRAM <input type="checkbox"/> AFTERSCHOOL <input type="checkbox"/> 5TH GRADE MUSICAL <input type="checkbox"/> CAMP _____ <input type="checkbox"/> ELEMENTARY <input type="checkbox"/> INTERMEDIATE <input type="checkbox"/> HIGH SCHOOL	
PARENT/GUARDIAN SIGNATURE		REASON FOR REQUEST	

CLASS/CAMP CHANGES

- A \$25 FEE WILL BE CHARGED **EACH TIME** THERE ARE SCHEDULE CHANGES. FEES AND COST DIFFERENCES MUST BE PAID AT THE FORM IS SUBMITTED.

DROP CLASS / CAMP:	COST	ADD CLASS / CAMP:	COST	OFFICE
<u>TOTAL \$:</u>		<u>NEW TOTAL \$:</u>		
Total Difference			\$	

REFUNDS ARE PROCESSED ACCORDING TO THE FOLLOWING SCHEDULE.

NOTE: STUDENTS DISMISSED FOR DISCIPLINARY ACTION FOR SUMMER SCHOOL OR SUMMER CAMPS WILL NOT BE ELIGIBLE FOR ANY REFUND

REFUND POLICY - DATE FORM RECEIVED AT SPEF OFFICE		REFUND CALCULATION
THESE DATES ARE SPECIFIC TO SUMMER SCHOOL & CAMPS FOR AFTERSCHOOL PLEASE CALL THE OFFICE.		AMOUNT PAID FOR CLASSES OR CAMPS: \$ _____ LESS CHANGE ADMIN FEE (\$25/CLASS OR CAMP) \$ _____ OR LESS CHANGE CANCEL FEE (SEE TABLE FOR \$) \$ _____ AMOUNT TO REFUND = \$ _____
UP UNTIL APRIL 30, 2021	CLASS CHANGE - REFUND MINUS \$25/CLASS ADMIN FEE CLASS CANCELLATION - REFUND MINUS \$75 DEPOSIT/ADMIN FEE	
APRIL 30-MAY 28, 2021	CLASS CHANGE - 50% REFUND MINUS \$25/CLASS ADMIN FEE CLASS CANCELLATION - 50% REFUND MINUS \$75 DEPOSIT/ADMIN FEE	
AFTER MAY 28, 2021	NO REFUNDS ALLOWED	
COLLEGE/CREDIT RECOVERY ADJUSTMENTS	WE WILL MAKE THE CHANGE FOR NO ADMIN/CHANGE FEE	
CAMPS FROM SIGN-UP UNTIL 4 -WEEKS PRIOR TO CAMP	CAMP CHANGE - REFUND MINUS \$25/CLASS ADMIN FEE CAMP CANCELLATION - REFUND MINUS \$100 DEPOSIT/ADMIN FEE	
CAMPS 3 WEEKS UNTIL CAMP START DATE	NO REFUNDS GRANTED	

PAYMENT DETAILS | PAYMENT RECEIVED BY Cash, Credit Card or Check # _____ (circle one)

MasterCard / Visa Number / AMEX* 15 digits for AMEXCARD NUMBER: _____	EXP: (month / year) __ / __	SECURITY CCV: *(4 for AMEX) _____	OFFICE UPDATES: <input type="checkbox"/> EDIT REGISTRATION <input type="checkbox"/> ALLOCATE MONEY <input type="checkbox"/> CHARGE FEES <input type="checkbox"/> PROCESS REFUND IF NEEDED
Name of Cardholder as listed on card (please print clearly)	Signature of Cardholder:		