

**NOTIFICATION OF SCHEDULE CHANGE**

All schedule changes for a given month must be made **2 weeks prior** to the start of that month. Changes in schedule are not official (for billing purposes) until this form is **received** in the HCC office. If this form is not received by this deadline, you will be billed at the higher tuition rate. Changing to a **“per diem”** status **requires 30 days notice** prior to the start of the month in which it will take effect. Withdrawal from the program is **not** considered a **“change”** in schedule.

Please be advised that I am changing the schedule of attendance for my child(ren)

\_\_\_\_\_  
Names(s) of Child(ren)

Enrolled in the HCC program at \_\_\_\_\_ School. The **new** schedule will be:

<u>Day</u>	<u>Hours</u>
_____ Monday	_____
_____ Tuesday	_____
_____ Wednesday	_____
_____ Thursday	_____
_____ Friday	_____

This new schedule will take effect on \_\_\_\_\_  
Date

Today's date \_\_\_\_\_  
Signature

**FOR OFFICE USE ONLY**

Program Supervisor notified \_\_\_\_\_ by \_\_\_\_\_

Attendance record changed \_\_\_\_\_ by \_\_\_\_\_

Changed in billing system \_\_\_\_\_ by \_\_\_\_\_