

# Harford Gymnastics Un-Enrollment Form

410-877-8686

This Un-Enrollment form must be completed and received by the 20<sup>th</sup> of the month to be un-enrolled for the next month's billing. If Un-Enrollment is prior to the 4 consecutive month minimum for our School Year Program classes, there is a \$20.00 Un-Enrollment fee. No fee if Un-Enrollment is after the 4 consecutive month minimum. Un-Enrollment will begin with the billing cycle for the next month. Billing is the 1<sup>st</sup> of each month.

- Both Temporary and Permanent Un-Enrollment requests must be dated by the 20<sup>th</sup> of the month prior to the month you wish the Un-Enrollment to begin. You must receive an e-mail confirmation for your request.
- When Un-Enrolled, students will not be allowed to attend class or to attend make-up classes. Students on Temporary and Permanent Un-Enrollment are not considered active and are not eligible for member benefits. There are no refunds for partial months when Un-Enrolling.
- Students on a Temporary Un-Enrollment will be placed on a Waiting List for the requested class and anticipated return date. **Return to requested classes not guaranteed and is subject to availability.**
- At return date, you must email or call to verify the class time to be re-enrolled. Upon availability for Re-Enrollment, monthly tuition charges will resume. **Class will begin on the 10<sup>th</sup> of the re-enrolling month or thereafter depending on your day.**

**PLEASE COMPLETE AND SUBMIT THIS ENTIRE PAGE.** Print, fill out form, scan or take a picture and email back to [fun@harfordgymnastics.com](mailto:fun@harfordgymnastics.com). You must receive an email confirmation that we received your form to complete your Un-Enrollment.

<b>Student's Name:</b>	<b>Last Name:</b>	<b>First Name:</b>
<b>Student's Date of Birth:</b>	____/____/____	
<b>Class Currently Enrolled:</b>	<b>Class Day &amp; Name:</b>	<b>Class Time:</b>
<b>Today's Date:</b>	____/____/____	

**CHECK PERMANENT OR TEMPORARY BELOW:**

<input type="checkbox"/>	<b>Permanent Un-Enrollment:</b> I wish to permanently Un-Enroll from Harford Gymnastics. I understand that to Re-Enroll, I will have to do a new registration through the web site. <b>Un-Enrollment will begin with the billing cycle for the next month. Billing is the 1<sup>st</sup> of the month.</b>
<input type="checkbox"/>	<b>Temporary Un-Enrollment:</b> (Month ends on the 9 <sup>th</sup> of each month). Child will be placed on wait list for your current class. <b>Un-Enrollment will begin with the billing cycle for the next month. Billing is the 1<sup>st</sup> of each month.</b>

<b>Month you Wish to resume Enrollment, be added back into class (must call to check availability) and resume monthly tuition.</b> (Month begins on the 10 <sup>th</sup> or the date thereafter depending on your day of class; tuition is charged on the 1 <sup>st</sup> of the re-enrolling month).	<b>Month to resume Enrollment:</b>
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<b>Reason for Un-Enrollment:</b>	
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<b>Parent's Name</b>	<b>Last Name:</b>	<b>First Name:</b>
<b>Phone Number:</b>	( ) -	
<b>Email:</b>		

By signing below, I acknowledge that I am requesting Un-Enrollment from Harford Gymnastics. I acknowledge that there is a \$20.00 Un-Enrollment fee if Un-Enrolling prior to the 4 consecutive month minimum. I understand that my child's space in their current class is not guaranteed on Re-Enrollment, and that monthly tuition will resume on the 1<sup>st</sup> of the month of Re-Enrollment.

<b>Parent Signature:</b>	<b>Date:</b>
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<b>OFFICE USE ONLY:</b> Date Received: _____ Staff Initials: _____
Email Confirmation Sent: Date: _____ Staff Initials: _____
Re-Enrollment Date: _____ Class Re-Enrolled: _____ Staff Initials: _____