



Heritage Academy Change of Schedule Form

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For Office Use Only			
Gradelink	Excel	Schedule	QB
Staff Initials:		Date:	

Refund Information:

- FALL Dropped before August 1 = **100% refund**
- FALL Dropped after August 1 but before the first day of the semester = **85% refund**
- BOTH SEMESTERS Dropped after the start of semester, but on or before the second Thursday of the semester = **75% refund**
- BOTH SEMESTERS Dropped after the second Thursday of the semester = **0.00 refund.**
- SPRING Dropped after the second Friday in December, but before the first day of the semester = **85% refund**
- SPRING Dropped after the second Friday of December due to failing grade = **complete refund of second semester tuition**
- SPRING Dropped because of a cancellation or schedule change made by Heritage Academy = **full refund of net tuition**

Dropping Date: _____

Student Name	Course Name	TUITION or Study Hall	Resident Discount	Total
Subtotal →				
With 5% multi-discount applied →				
With faculty discount applied →				
_____ % of net tuition refunded (if simply dropped – not exchanged) Dependent on date of the drop →				
FINAL TOTAL				

Adding Date: _____

Student Name	Course Name	TUITION or Study Hall	Resident Discount	Total
Subtotal →				
With 5% multi-discount applied →				
With faculty discount applied →				
FINAL TOTAL →				

Parent Signature: _____ **Date:** _____

Tuition Refunded	Tuition Added	Change of Schedule Fee	TOTAL AMOUNT ADDED	TOTAL AMOUNT REFUNDED	Refund as credit to Account <input type="checkbox"/>
+		+ \$15.00	=	OR	Refund provided by Check <input type="checkbox"/>