



Heritage Academy

Change of Schedule Form

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

Every *Change of Schedule Form* submitted will incur a **\$15 Change of Schedule Fee**, except for when only a study hall is involved. **Fall courses** dropped before August 1 will be eligible for a complete net tuition refund. **Fall courses** dropped after August 1 but before the first day of the semester will be eligible for an 85% refund of net tuition. Courses dropped after the start of the **Fall or Spring semester** but on or before the second Thursday of the semester will be eligible for a 75% refund of net tuition. Courses dropped after the second Thursday of the semester has passed no longer generate a refund.

Spring courses dropped after the second Friday in December but before the first day of the semester will be eligible for an 85% refund of net tuition. Families who decide to drop a Spring course after the second Friday of December because of a failing Fall semester grade will be eligible for a complete refund of net tuition for that course's second semester.

Any course dropped because of a cancellation or schedule change made by Heritage Academy will qualify to receive a full refund of net tuition.

COURSES DROPPED → Date: _____				
Student Name	Course Name	TUITION or Study Hall	Resident Discount	Total
Subtotal →				
With 3% multi-discount applied →				
With faculty discount applied →				
_____ % of net tuition refunded (if simply dropped – not exchanged) Dependent on date of the drop →				
FINAL TOTAL				

COURSES ADDED → Date: _____				
Student Name	Course Name	TUITION or Study Hall	Resident Discount	Total
Subtotal →				
With 3% multi-discount applied →				
With faculty discount applied →				
FINAL TOTAL →				

Parent Signature	Tuition Refunded	Tuition Added	+ \$15.00 change of schedule fee =	TOTAL AMOUNT ADDED	TOTAL AMOUNT REFUNDED	<input type="checkbox"/> Refund as credit to account
→	+			OR		<input type="checkbox"/> Refund provided by check