



# Program Change Request Form

Program change request from ALL programs at Classical Christian Academy

This form is being initiated by: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Student(s) Name: \_\_\_\_\_

Student(s) grade: \_\_\_\_\_

Date change is requested: \_\_\_\_\_ Date form was initiated: \_\_\_\_\_

Please indicate which program you will be changing:

- Another Program to Full Time Hybrid Student – increase in program (no charge)
- Hybrid Student to Flex Student (on/off campus) - \$200/student; \$400 max
- Hybrid Student to Guest Student - \$200/student; \$400 max
- Hybrid Student to ½ Day Programs- \$200/student; \$400 max
- Other: \_\_\_\_\_ - \_\_\_\_\_

### Before request can be considered:

Until you have met with Administration and obtained their signature, the Program Change is not considered finalized and invoicing will continue until that date.

**Administration's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Requests for a change in program are generally only approved in exceptional circumstances.
2. In most cases, the change should only take place at the beginning of a semester to be less disruptive to the class, teacher, and student.
3. This Change Request is changing the Financial Agreement that was signed and will have a negative fiscal impact for CCA. As outlined in the Financial Agreement, the full amount of the agreement is due unless the Board of Directors agrees to change your agreement. *After December 1st, CCA is unable to fill your student's seat. Therefore, the Board will not adjust or waive your Financial Agreement.*
4. An additional \$200 Program Change Fee per student with a maximum of \$400 per family will be added to your account amount due.

Reason for change: (use extra paper if necessary)

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**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Business Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal Approval Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**