

If faxed, you must call
(469) 752-8915 to CONFIRM receipt

PASAR Change of Service Form

- Changes** are effective on 1st and 16th of any month and \$25 fee is charged. This form must be received:
 - By 1st day of current month to be effective 16th of current month, or
 - By 15th day of current month to be effective 1st of next month.
- Withdrawals** are effective on 15th of month and last day of month (30th/31st). No fee is charged. This form must be received:
 - By 15th of current month, to be effective last day of current month (30th/31st), or
 - By 1st of month, to be effective 15th day of same month.
- Resume enrollment** can be effective within 48 hours based on date form received in our office. Full month or ½ month tuition based on date student resumes. For those resuming due to non-payment, \$25 fee is charged to resume. Payment in full, including \$25 resume fee, must be received in Finance by 8AM for student to resume same day; if not received by 8 AM, student can resume next day.

Student Name: _____ ID#: _____ Grade KG 1 2 3 4 5 School _____

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Change: Enrollment - \$25 Fee

From: D/I or REG **To:** D/I or REG

Effective Date: _____

Change: Tuition Rate – No Fee

FROM: Standard Employee Free Reduced

TO: Standard Employee Free Reduced

Effective Date: _____

Change: Resume or Start Date - \$25 Fee

FROM **Old** Date: _____

TO **New** Date: _____

Resume PASAR Enrollment:

\$25 Resume Fee due to non-payment only

Effective Date: _____

Regular _____ Drop In _____

For Finance Staff to Complete:

Tuition Rate: (Circle): Standard Employee Free Reduced

Current FANS Letter on file? Y N

Withdrawal from PASAR – No Fee

Effective Date: _____

Comments: _____

My signature below indicates I agree with the above Change in Financial Status and the applicable fees incurred on my account.

Parent/Guardian: _____ Date: _____

PASAR Financial Staff: _____ Date: _____

FOR FINANCE OFFICE USE ONLY

Notes Added Y N Account Balance \$ _____ Verified by _____

Customer Billing Address Verified Y N Customer Last Name _____ # _____