



Colorado Heritage Education School System Enrichment Academy

I Need to Make a Change

Please complete the following information and submit it to the CHESS office to make any changes to your family's enrichment registration. If you are withdrawing from a class, please see the Enrichment Academy Procedures and Policies page for the policy regarding withdrawing from a class.

Lab and text fees are non-refundable unless we are able to fill your student's place with another student.

Changes may require you to pay additional fees to cover lab and text fees. If you are hoping to transfer into a different course, please inquire whether there is space available.

Family name: _____

Student's name: _____

Course title you would like to make change to:

1. _____ Change (indicate new course title below) Add Withdraw

Change to: _____

2. _____ Change (indicate new course title below) Add Withdraw

Change to: _____

3. _____ Change (indicate new course title below) Add Withdraw

Change to: _____

For office use only

Original tuition paid: \$ _____

Refund? Yes No

Amount: \$ _____

Text fee paid: \$ _____

Refund? Yes No

Amount: \$ _____

Lab fee paid: \$ _____

Refund? Yes No

Amount: \$ _____

Additional fees:

Tuition: \$ _____

Changes made in database _____ (initial)

Text: \$ _____

New roster given to teacher _____ (initial)

Lab: \$ _____

Invoice updated and emailed _____ (initial)

Refund issued _____ (initial)