



**BBLC Cancellation & Change Request Form**

Date of request: \_\_\_\_\_

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

This form is to serve as a written request of cancellation or change for the above student(s).  
Please check all that apply.

**After School Program:**

Cancel enrollment: Last date of attendance is: \_\_\_\_\_

*(at least 4 calendar week notice required per Admission Agreement)*

Change program (5-day vs. 4-day, Chinese vs. no Chinese class):

Current program is: \_\_\_\_\_

New program is: \_\_\_\_\_

Change begins on this date: \_\_\_\_\_

**Transportation Services:**

Cancel transportation services: Last date for pick up is: \_\_\_\_\_

Change transportation schedule (5-day vs. 4-day):

Current schedule is: \_\_\_\_\_

New schedule is: \_\_\_\_\_

Change begins on this date: \_\_\_\_\_

Reason for termination *(optional)*: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_