

You must have the teacher's signed permission to have any class fees adjusted.

(See new forms below, make as many copies as you need.)

When you register, turn the permission slips in along with your checkout receipt.

Team Leaders will review the adjustment request and give final approval.

Example reasons why you would have an adjustment:

- 1) More than 1 in the family is taking the same class and you want to purchase 1 book for them to share.
- 2) Teacher's are teaching each others kids and agreed to not charge each other a teacher fee
- 3) 2nd semester class and your child was in that class 1st semester so you already have the materials.
- 4) You are the teacher for the class and this is your child.

To fill out adjustment form you will need info. from checkout receipt.

Class Fee Adjustment Permission Slip

Parents Name: _____

Class Code	Class Name
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Total Adjusted Amt.	What Fees	Adj. Amt.	Reason Why, For what students
	Teacher Fee		
	Book Fee		
	Material Fee		
	Lab Fee		
	Membership		
	Other		

Lisa Jaqua Initials

Teacher's Approval Signature

Class Fee Adjustment Permission Slip

Parents Name: _____

Class Code	Class Name
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Total Adjusted Amt.	What Fees	Adj. Amt.	Reason Why, For what students
	Teacher Fee		
	Book Fee		
	Material Fee		
	Lab Fee		
	Membership		
	Other		

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Teacher's Approval Signature