



# Change/Cancel Class Form

**Only a parent or guardian may request a schedule change or refund.** Class changes and cancellations may negatively impact enrollment or cause a class to be cancelled therefore fees will be charged for each semester change. Fees arising from a class change or cancellation must be paid online at [www.aaa-academy.com](http://www.aaa-academy.com) and clicking the PaySchools link. All requests for class changes or cancellations **must** be signed, dated, and submitted to the AAA Academy office by mail, fax, or walk-in within five (5) calendar days of receipt of payment.

(Please Print Clearly)

STUDENT LAST NAME		STUDENT FIRST NAME		M.I.	SEX	DATE OF BIRTH	
SCHOOL CVHS		REQUEST: <input type="checkbox"/> Change Class	REQUEST: <input type="checkbox"/> Cancel → Name of Class(es)				
NAME OF RESPONSIBLE PARTY:			DAYTIME PHONE NUMBER		Email		
ADDRESS:				CITY:		ZIP:	

## CLASS CHANGES

First Semester <b>CHANGE Class</b> From:	@ CVHS	To First Semester:	@ CVHS
Second Semester <b>CHANGE Class</b> From:	@ CVHS	To Second Semester:	@ CVHS
Change of class (One semester only)			\$20
Change of class (Two semesters)			\$40
Payment for applicable changes must be made online using PaySchools. Payment can be made using e-check, debit or credit card. Please go to <a href="http://www.aaa-academy.com">www.aaa-academy.com</a> and click on the PaySchools link.			<b>Total Amount Paid:</b> _____

## CANCELLATIONS:

The AAA Academy offers fee for service programs based on confirmed registration. Our refund policy is applied uniformly. Full refund for tuition-based classes will only be made for classes cancelled by the AAA Academy or if a student fails a class and must attend remedial summer school through RUSD. PLEASE NOTE: All refunds will be credited back to your credit/debit card or mailed in the form of check and may take up to four weeks to process. **The \$15 per semester registration fee is non-refundable.**

<b>Cancel First Semester Class @ CVHS</b> Reason: (Please check) ___ Enrolling in Remedial Program/ ___ medical/___ other: _____	<b>Cancel Second Semester Class @ CVHS</b> Reason: (Please check) ___ Enrolling in Remedial Program ___ Medical/___ other: _____
<b>DATE FORM RECEIVED</b>	<b>REFUND CALCULATION</b>
March 1 - April 30	TUITION PAID TO DATE LESS \$25 (for one semester) or \$50 (for two semesters) DROP FEE
May 1 - May 31	TUITION PAID TO DATE LESS \$50 (for one semester) or \$100 (for two semesters) DROP FEE
June 1-6th	50% OF TUITION PAID TO DATE
June 7-July 5 <sup>th</sup>	NO REFUNDS GRANTED
STUDENTS DISMISSED FOR DISCIPLINARY ACTION	NO REFUNDS GRANTED
	<b>Amount of Refund Due:</b> _____

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AAA Academy, C/O RUSD, 20 W. Lugonia Ave., Redlands, CA 92374, Phone: 909-748-6909, Fax: 909-307-5335