

K.E.Y.S.
KINGDOM
EDUCATION
for YOUNG SCHOLARS

KEYS DROP FORM

You cannot drop a class yourself on the KEYS website. The only way to drop a class is to submit this form to the KEYS Office. The \$20 DROP fee must accompany this form.

STUDENT NAME: _____

CLASS TITLE: _____

CLASS TIME: _____ Drop Fee Submitted (\$20): _____

EFFECTIVE DATE (if later than date submitted): _____

REASON FOR DROP: _____

PARENT SIGNATURE: _____

TEACHER'S SIGNATURE: _____
(required to drop a class after classes begin in September)

OFFICE USE ONLY

DATE RECEIVED BY KEYS OFFICE: _____ MONTHLY TUITION: _____

QuickBooks Tasks

_____ Change recurring trans (mthly invoice)

_____ Journal – surrender May tuition (GFP)

_____ Was this his/her only class?

If yes, _____ Check zero balance?

_____ Make inactive

_____ Invoice DROP fee

_____ Record DROP fee payment

_____ Record teacher pay adjustment
(add GFP)

KEYS Website Tasks

_____ Delete class from student acct

_____ Was this his/her only class?

If yes, _____ Make inactive

KEYS Office Tasks

_____ Update schedule in paper files