



**KEYS DROP FORM 2022-23**  
*Use this form to drop classes September-April.*

**You can NOT drop a class yourself on the KEYS website.**

- **All drops result in forfeiture of the Good Faith Payment.**
- Drops made after June 14, 2022 will incur a **\$20 drop fee.**

**Summer (June-August):**

- You may EMAIL your drop request to administration@keysofva.org and you will be invoiced the drop fee of \$20. Drop forms may also be turned in to the office on Tuesdays between 10-2.
- The deadline to drop a class without incurring a bill for September tuition is **Tuesday, August 9.**

**September-April:** The effective date of the drop is the date the completed form is **received** by the KEYS Office with the teacher's signature and drop fee. The entire month's tuition is still due for the month the class is dropped. **Classes must be dropped before the 1<sup>st</sup> of the month.**

STUDENT NAME: \_\_\_\_\_

CLASS TITLE: \_\_\_\_\_

Drop Fee Submitted (\$20): \_\_\_\_\_ (fee may be paid by cash, check, or card)

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 |  | Website |   | Other |                               |
|------------|--|---------|---|-------|-------------------------------|
|            | Change recurring transaction (monthly invoice)                             |         | Check waiting list  |       | Record teacher pay adjustment |
|            | Journal-surrender May tuition (GFP)  |         | Delete class from student account   |       |                               |
|            | Adjust current month invoice   |         | Make class zero seats if registration is closed or if there is a waiting list |       |                               |
|            | Was this their only class? If yes, check zero balance If no, make inactive |         | Add new student if there is a waiting list                                    |       |                               |
|            | Invoice drop fee   |         | Was this their only class? If yes, make inactive                              |       |                               |
|            | Record drop fee payment  |         |   |       |                               |