



KEYS DROP FORM 2019-20

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. **All drops result in forfeiture of the Good Faith Payment.**

June 15: Drops made *after June 15* will also incur a \$20 drop fee which must accompany this form.

August 13: The deadline to drop a class without incurring a bill for September tuition is Tuesday, August 13 by 2:00 PM. *Families are responsible to pay September tuition if this form is received after the deadline.*

During the year: The effective date of the drop is the date the completed form is **received** by the KEYS Office. The entire month's tuition is still due for the month the class is dropped. **Classes must be dropped before the 1st of the month.**

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)

_____ Adjust current month invoice

_____ 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