



KEYS DROP FORM 2020-21
Use this form to drop classes September-April.

You cannot drop a class yourself on the KEYS website.

- **All drops result in forfeiture of the Good Faith Payment.**
- Drops made *after June 16, 2020* will also incur a **\$20 drop fee.**

Summer: EMAIL your drop request to the KEYS Office and you will be invoiced the drop fee.

- The deadline to drop a class without incurring a bill for September tuition is **Tuesday, August 11.**

September-April: 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

- _____ 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

KEYS Website

- _____ Delete class from student acct
- _____ Was this his/her only class?
 If yes, _____ Make inactive

KEYS Office Tasks

- _____ Update Excel: 8:30, M, T, Th?
- _____ Record teacher pay adjustment