

San Antonio Family Endeavors
ASK Drop Request

Dear Parents,

When withdrawing your child, please submit this form to the ASK Enrollment Department. This will assist us in making the necessary adjustments and give us an opportunity to receive feedback concerning the care your child has received. If you have any questions, contact the ASK Enrollment Assistant at 431-6466, ext. 130.

Refundable amounts: (September – July)

- 75% if child does not attend paid month.
- 50% if child does not attend beyond the 15th of the month.
- 0 If child attends beyond the 15th of the month.

No refunds will be issued for the current school year after May 31.
Refunds issued for August tuition, after July 31, will be determined by the Accounting Department.
Refunds will be processed as quickly as possible, but may take up to 15 working days.

Registration Fee: A \$30.00 registration fee is required if you withdraw from the program and return during the same school year. Promotional discounts do not apply if you have withdrawn your child from ASK in the past 90 days.

If you have any questions regarding refunds, please contact the Financial Customer Service Office, Monday-Friday, 9:00 a.m. – 5:00 p.m. at 431-6466 extension 121. custsvc@safamilyendeavors.org

Mail or fax form to: San Antonio Family Endeavors, Inc.
ASK Enrollment Department
P O Box 28210
San Antonio TX 78228
Fax #: (210) 431-6442

School Child Attends: _____ Child's Account # _____

Child's Name: _____ Child's last day at ASK: _____

Child's Mailing Address: _____

City _____ State _____ Zip _____

Reason for Dropping: Moving Financial Dissatisfied Other Arrangements
 Other Comments: _____

Do You Use Automatic Payment? No Yes If Yes, select type: ACH CC

Parent/Guardian Name: _____ Home Phone _____

Work Phone: _____

Parent/Guardian Signature

Date

Staff Initials