

# DROP/ADD

## WEBWORKS FORM & POLICY

- **To drop a class**, the office must receive this Drop/Add Form by **July 20th**.
- If you **drop a class after July 20**, the **full year's payment is still required regardless of whether or not the student is in attendance**. The only exceptions are a doctor certified illness prohibiting attendance, or learning disabilities resulting in a student's inability to complete the assigned work.
- **To add a class**, after you have already registered online, the office must receive this Drop/Add Form along with a deposit of \$10 per regular class or \$45 per summer class. Classes may be added until the first day of class, contingent on class enrollment.

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Parent's Names** \_\_\_\_\_

PLEASE **DROP** THIS CLASS:

Class Name: \_\_\_\_\_ Time \_\_\_\_\_ Tutor \_\_\_\_\_  
 Class Name: \_\_\_\_\_ Time \_\_\_\_\_ Tutor \_\_\_\_\_  
 Class Name: \_\_\_\_\_ Time \_\_\_\_\_ Tutor \_\_\_\_\_

PLEASE **ADD** THIS CLASS:

Class Name: \_\_\_\_\_ Time \_\_\_\_\_ Tutor \_\_\_\_\_  
 Class Name: \_\_\_\_\_ Time \_\_\_\_\_ Tutor \_\_\_\_\_  
 Class Name: \_\_\_\_\_ Time \_\_\_\_\_ Tutor \_\_\_\_\_

**TOTAL # SUMMER CLASSES ADDED** \_\_\_\_\_ **X \$45 EACH =**   
**TOTAL # REGULAR CLASSES ADDED** \_\_\_\_\_ **X \$10 EACH =**

**TOTAL DUE:**

**For Office Use Only**

Date Rcvd/ Paid: \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_ Check (# \_\_\_\_\_)

Credit Entered By: \_\_\_\_\_

Date in QB: \_\_\_\_\_ Initials: \_\_\_\_\_ / Date in Roster: \_\_\_\_\_ Initials: \_\_\_\_\_

Date in Tutor Pay: \_\_\_\_\_ Initials: \_\_\_\_\_ / Day Mgr. Initials \_\_\_\_\_ Date: \_\_\_\_\_

**SEND THIS FORM TO:**

Homeschoolworks 1905 230th Ave. Wesley, Iowa 50483  
 OR  
 FAX to: (515) 679-4060 or email: [homeschoolworks@ncn.net](mailto:homeschoolworks@ncn.net)