



Change Form YMCA Fun Company

Once you enroll your child in YMCA Fun Co., you are reserving a space for your child for the entire school year. You are responsible for making each weekly payment, regardless of attendance. You may request up to two 5-day weeks of credit for illness or vacation. If you wish to withdraw or change your enrollment, we require written notice two weeks in advance of change date.

Child's Name: _____ School Site: _____

Parent/Guardian name: _____

Phone: _____ Email: _____

ADVANCE NOTIFICATION OF PROGRAM CHANGE

Sign your initials next to the program change you wish to request. We require all change requests to be made two weeks in advance.

_____ I wish to withdraw my child from Fun Co.

_____ I wish to change my child's schedule/site.

New schedule/site: _____

Effective date: _____

* I understand that by giving Advance Notice of Withdrawal or Program Change, I have opened my child's place to those on the waiting list. Two weeks' notice is required to make any program change.

ADVANCE NOTIFICATION OF ABSENCE

Sign your initials next to the type of credit you wish to request. Please provide a doctors' note verifying your child's illness. We require two weeks' advance notice.

_____ I am requesting vacation credit.

_____ I am requesting illness credit.

Date(s) of absence: _____

* I understand I can only receive up to two 5-day weeks' worth of credit (10 school days) for vacation or illness. I must submit my request two weeks prior to a desired vacation time to receive any credit, and I must attach a doctors' note to my request for sick time. I can only request credit for the full week, and I will not receive partial credit or a pro-rated week.

PAYMENT INFORMATION

Payments may be made through the setup of an automatic draft or online at YMCAFunCo.org. Payments will not be accepted at your school site.

Draft my account (please complete box below)

AUTOMATIC WITHDRAWAL BILLING METHOD

CREDIT CARD

Last four digits of card: _____

Expiration date: _____

CHECKING / SAVINGS ACCOUNT

Bank routing number: _____

Last four of account: _____

(attach voided check)

* We can only draft a payment to a credit card if we have that active card on file. If you do not have an active credit card on file, you can create an online account and make a payment directly at YMCAFunCo.org.

WITHDRAWAL FREQUENCY

WEEKLY

Fun Co. weekly fees are collected on Friday for the coming week.

MONTHLY

Please initial next to the date you want your monthly fees to be drafted each month.

1st _____ 15th _____

Authorization begins on: _____

I hereby authorize the YMCA of Middle Tennessee to initiate an electronic draft to the method indicated above and/or make program changes as noted above. Draft will continue until program ends unless two weeks' written notice is provided to the Y to change enrollment or withdraw.

Parent/Guardian signature: _____ Date: _____

Online technical support, as well as payment, registration and account management assistance, is available by calling the YMCA Revenue Operations Center at 615-742-7328. ROC Support is available Monday-Friday, 7:30 a.m.-5 p.m.

OFFICE USE ONLY

Date received: _____

Date submitted to ROC: _____

Fun Co. staff signature: _____