

GCA Home School DROP/ADD Form

Family: _____ Date: _____

IMPORTANT

- Please complete entire form. Write clearly in ink and sign the bottom of the form.
- All changes must be submitted on this form. A fee of \$25 will be applied in FACTS if courses are dropped and not replaced with another course. There is no fee for adding courses.

Add Classes: Fill in table below

				GCA Office Use Only	
Student Name	Course ID#	Course Name Description	Beginning week #	Enrollment Fee	Prorated Tuition Amount
Subtotal					

Drop Courses: Fill in table below

				GCA Office Use Only
Student Name	Course ID#	Course Name Description	# of weeks attended	Prorated Tuition Credit
Subtotal				

Complete Family Withdrawal (we will not be participating in GCA-HS this year)

				GCA Office Use Only	
Student Name	Grade	Reason for Withdraw	# of weeks attended	Total Tuition Charges	Prorated Tuition Refund
Subtotal					

FINANCIAL SUMMARY – For GCA Office Use Only

Subtotal
Drop/Add Fee
Total

Parent Signature _____