

NQS7 Governance and Leadership Form Variation of Enrolment

As per the C&K Fee Policy and Child Enrolment Procedure 2 weeks' written notice* is required to change or reduce/increase days of enrolment.

Fees will continue to be payable until such notice is received.

Variation of Enrolment

Please complete and return to your Centre to ensure variation of enrolment is processed.

Centre name					
Primary Parent/Guardian name					
Child(ren) name(s)					
Group/Program					
Current enrolled days	Monday ☐	Tuesday ☐	Wednesday ☐	Thursday ☐	Friday ☐
Requested variation to enrolled days.	Monday ☐	Tuesday ☐	Wednesday ☐	Thursday ☐	Friday ☐
Requested Date of Effect					
Parent/Guardian contact number					
Parent/Guardian signature				Date	

***Please note:** 2 weeks-notice period may not apply in certain circumstances, please refer to the [C&K Fee Policy](#).

Office use only: Must be completed immediately upon receiving

Once completed, initial and date each task listed and upload in Kidsoft under 'Guardian > Documents'

Task	Initial	Date
1. Review and approve request		
2. Update bookings in Kidsoft. Ensure the booking is correct and under the appropriate primary guardian		
3. Uploaded the Variation of Enrolment form to the child's document tab in Kidsoft		
4. Provide family with a copy of the Customer Account Statement - that includes variation of bookings		
Processed by:	Name	Signature