



# Permanent OSHC Bookings

## Request for Change/Cancellation form

The YMCA OSHC Family Handbook states that no refunds or cancellation fees for absences will be applied.

However, if you wish to alter or cancel the days of your permanent booking, we are able to do this with the completion of this prior request, **at least one week before the required change or cancellation.** This is to allow for any necessary modifications that may be needed to consumable orders and staff requirements.

If you need to make a more immediate change to your booking days, you are able to begin a new permanent booking immediately and request for the cancellation of your current one, which will take place one week from the submission of this form.

<b>Service:</b>	
<b>Account Name:</b>	
<b>Child's Name:</b>	

### I wish to...

- Cancel my current permanent booking from \_\_\_\_\_
- Change my current permanent booking days

### Previous booking

#### Weekly

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

#### Fortnightly

##### Week 1

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

##### Week 2

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

### New booking

#### Weekly

(start date \_\_\_\_\_)

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

#### Fortnightly

Week One (start date \_\_\_\_\_)

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Week Two (start date \_\_\_\_\_)

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

**Signed:**

**Date:**

<i>Office Use Only</i>	Approved by:		Date:	
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