



DEPARTMENT OF THE AIR FORCE  
48TH FIGHTER WING (USAFE)

**RAF LAKENHEATH YOUTH PROGRAMS  
WITHDRAWAL/CLASS CHANGE FORM**

Please submit this form to the front desk at the RAFL youth center.  
For SAC and Instructionals, in accordance with your family agreement, you will provide a written two weeks' notice for any changes or withdrawals in order to avoid any further payments.

Today's Date: \_\_\_\_\_  
Withdrawal Effective Date (2 WEEK MINIMUM NOTICE) \_\_\_\_\_

Youth Name(s): \_\_\_\_\_

**PROGRAM:**

- SCHOOL AGE WITHDRAWAL
- OPEN REC WITHDRAWAL
- INSTRUCTIONALS WITHDRAWAL:  
Class \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_
- INSTRUCTIONALS CLASS CHANGE  
Current: Class Name \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_  
Change to: Class Name \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

Please answer the below to help us better meet our customer's needs:

Reason for withdrawal:  
\_\_\_\_\_  
\_\_\_\_\_

Any comments, suggestions, or concerns you would like to share:  
\_\_\_\_\_  
\_\_\_\_\_

If you would like to discuss your withdrawal or change in further detail please contact:  
School Age: Ms. Jaime Carson, School Age Coordinator at 226-5453  
Instructionals/Open Rec: Mr. Leon Pratt or the Front Desk at 226-5437

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Staff Use Only

Received by: \_\_\_\_\_ Date \_\_\_\_\_