



## Request for One Off Cancellation

**Please note:** More than one cancellation or change to your booking per Term may result in a \$20 admin fee.

**Name:**

**Today's Date:**

**Venue:**

**Parent signature:**

**Dates to cancel:**

### ***For Supervisors Use Only:***

*Date received by the Supervisor:*

*One weeks' notice was given: Yes/No*

- *If NO then please just mark as absent and the family will still be charged.*
- *If YES then please email [accounts@busybumbles.co.nz](mailto:accounts@busybumbles.co.nz) so the family are not charged.*

*Signed by the Supervisor:*