

CHAMPIONS®

HOW TO CANCEL A PROGRAM

Use this guide to cancel a program your child is enrolled in. This can only be done on the website, not in the app.

- Submit changes by Wednesday to avoid fees.

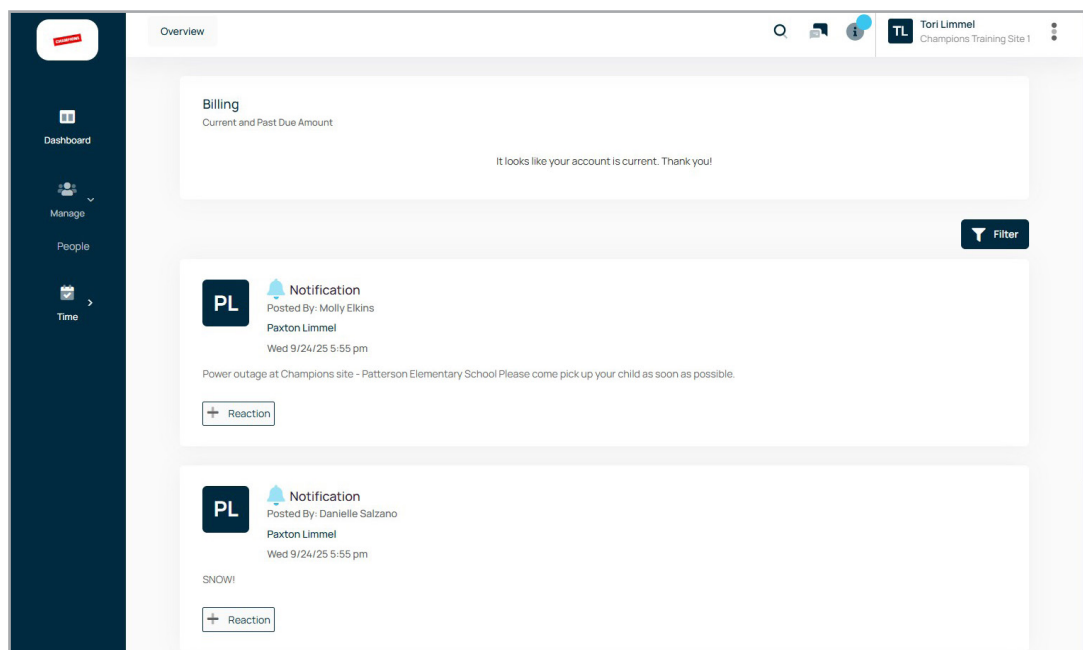
STEP-BY-STEP INSTRUCTIONS

STEP 1:

Sign in at my.discoverchampions.momentpath.com.

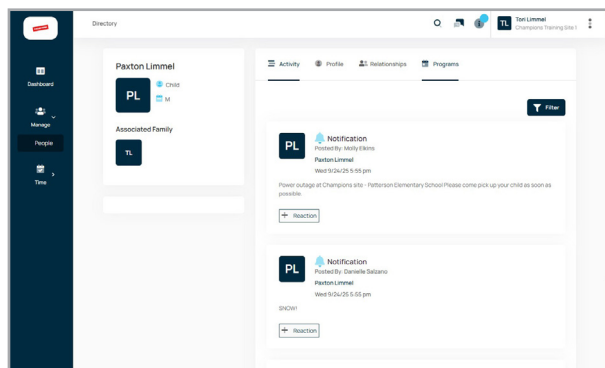
STEP 2:

In the left sidebar, click **Manage > People**, then select your child.



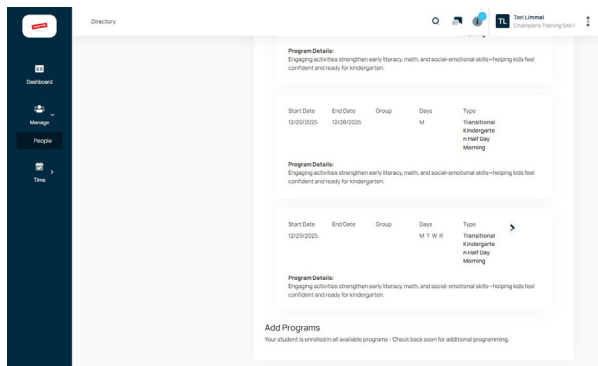
STEP 3:

Select the “Programs” tab.



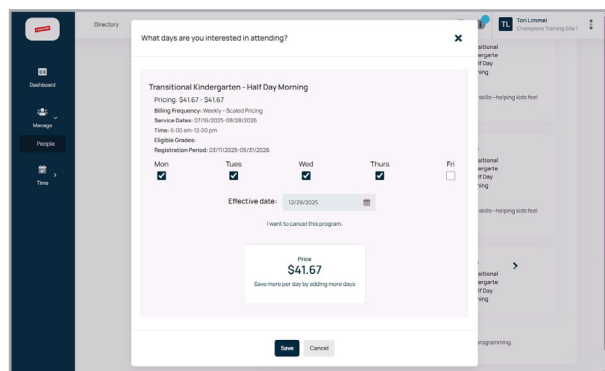
STEP 4:

Click the “>” arrow next to the program you want to change.



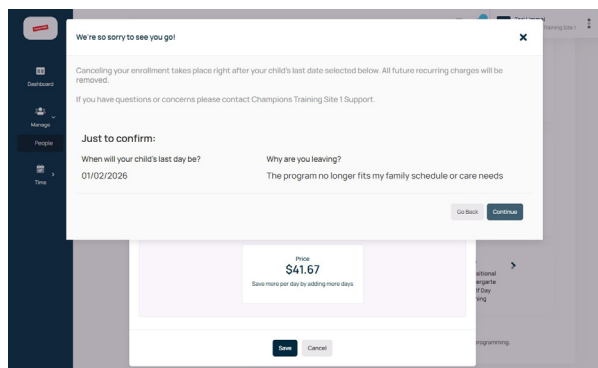
STEP 5:

Select “I want to cancel this program.” Choose your child’s last day, select your reason for canceling, then click “Continue.”



STEP 6:

Review your end date and reason, then click “Continue” again to confirm.



TROUBLESHOOTING

Can't select a last day? Ensure the date isn't in the past.

Not seeing the cancellation option? Confirm you're using the website. This cannot be done in the app.

QUESTIONS? Email ChampionsHelp@KC-Education.com, call 800-246-2154, or contact your site director.