



WITHDRAWALS AND REFUNDS POLICY

Considerable effort and expense are expended throughout the registration period and continues during the summer months as we plan and prepare for your child's inclusion in our school community. Withdrawing students mid-year affects the school as we have limited seats in each classroom. Oftentimes we have to turn students away once sections reach capacity. Additionally, our staff make sure each child's academics are reviewed and courses assigned for their appropriate grade and level. This also includes making each student's schedule, Chromebook allocation, Parent Accounts, Teacher and Curriculum allocations etc.; all of which take a substantial amount of planning, time, and resources.

We understand that plans and circumstances sometimes change. Should you decide to withdraw your child, the following policy applies:

- If a written notice of withdrawal is received by the school **on or before August 1st** the entire tuition payments made will be refunded upon the written withdrawal request to the school.
- If a written notice of withdrawal is received by the school between **August 1st and August 19th**, the family's obligation is **10% of the yearly tuition**.
- If a family chooses to withdraw their child(ren) from the school once they begin attending, the family tuition obligation will be calculated as follows:

Withdrawal Date	Annual Tuition Obligation
Aug 20- September	The family obligation is 20% of the yearly tuition
October	The family obligation is 30% of the yearly tuition
November	The family obligation is 40% of the yearly tuition
December	The family obligation is 50% of the yearly tuition
January	The family obligation is 60% of the yearly tuition
February	The family obligation is 70% of the yearly tuition
March	The family obligation is 80% of the yearly tuition
April	The family obligation is 90% of the yearly tuition
May	The family obligation is 100% of the yearly tuition
June	The family obligation is 100% of the yearly tuition

- Calculations will be based on the last month in which the child(ren) attended one or more days of school. If payment has been made in excess of the family obligation, a refund will be granted upon written request to the school.
- Student records can only be provided to the child's new school upon satisfaction of the tuition obligation.
- Application fees and registration fees are non-refundable.