

Registration and Tuition Refund

Traditionally, private schools are dependent upon the registration/enrollment fees as well as the monthly tuition fees it receives in order to maintain the operation of the school. The governing Board adopts the following policy regarding the refunding of registration/enrollment fees and/or tuition fees.

Registration/Enrollment Fee

The annual registration/enrollment fee is not refundable except under those cases where Board approves (**BP5100(a)**).

Tuition Fee

Parents may opt to pay tuition in advance for the entire school year and receive a 10% discount (**BP5100(a)**). However, a parent(s) choosing to withdrawal their child(ren) before the end of the current school year may not be entitled to a refund of the remaining tuition balance. The following guidelines for refunds are set forth as follows:

1. All refunds must be approved by the Governing Board and will made on a case by case basis.
2. All requests for refunds must be made in writing and submitted to the finance director no later than 15 days after the withdrawal of the child(ren). The letter must include the reason for the request and for the withdrawal.
3. All refunds will be paid after the approval of the Governing Board and will be based upon the availability of school funds.

Policy adopted: April 5, 2001

Revised: