

## St Bernard's High School Withdrawal / Refund Policy 2020 – 2021 School Year

The school's expectation at the time of enrollment is that all tuition and fees will be paid on time. Tuition is an annual fee that may be paid in full, or, in semi-annual, quarterly, or monthly installments. Tuition must be paid directly through FACTS Tuition Management by the designated due date.

### Refunds

**Considerable** effort and expense is expended throughout the enrollment period and continues during the summer months as we plan and prepare for your child's inclusion in our school community. We understand that plans and circumstances sometimes change. Should you decide to withdraw your child, the following policy applies:

- **If written notice of withdrawal is received by the school before July 1st**, the entire tuition obligation will be waived, and any payments made will be refunded upon written request to the school.
- **If written notice of withdrawal is received by the school on or after July 1st**, the family tuition obligation will be calculated as follows:

<b>Withdrawal Date</b>	<b>Annual Tuition Obligation</b>
<b>July</b>	90% of tuition forgiven; family obligation 10%
<b>August</b>	80% of tuition forgiven; family obligation 20%
<b>September</b>	70% of tuition forgiven; family obligation 30%
<b>October</b>	60% of tuition forgiven; family obligation 40%
<b>November</b>	50% of tuition forgiven; family obligation 50%
<b>December</b>	40% of tuition forgiven; family obligation 60%
<b>January</b>	30% of tuition forgiven; family obligation 80%
<b>February</b>	20% of tuition forgiven; family obligation 80%
<b>March</b>	10% of tuition forgiven; family obligation 90%
<b>April - June</b>	No adjustment; family obligation 100%

Once school is in session, 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.** Please send this request ATTN: STB Director of Admissions.