



# FIRST PRESBYTERIAN ACADEMY

DOWNTOWN • SHANNON FOREST

2024-2025 Withdrawal Policy  
K5 - 12th Grade

BUSINESS OFFICE  
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As we partner with your family, it is important to understand that **enrollment at FPA is a commitment for the entire school year and the entire tuition amount.**

Occasionally, it becomes necessary for an enrolled student to withdraw from FPA. The Withdrawal Policy below outlines the financial responsibilities of the parent(s)/guardian(s). By electronically providing their signature to the Enrollment Agreement, parent(s)/guardian(s) acknowledge and agree to the terms of the Withdrawal Policy.

**Parent(s)/guardian(s) who wish to withdraw their student from school must first notify the Lower School or Upper School Principal, in order to initiate withdrawal procedures.** They will then attend an Exit Interview and submit a completed and signed withdrawal form.

## GENERAL REFUND POLICY K5 - 12TH GRADE

1. If an enrolled student is withdrawn between April 1, 2024 and July 31, 2024, a \$500 Withdrawal Fee will be assessed.
2. If an enrolled student is withdrawn between August 1, 2024 and the last day of the first semester, a \$500 Withdrawal Fee will be assessed and tuition owed will be adjusted through the end of the month in which a student is enrolled.
3. If an enrolled student is withdrawn at any point during the second semester, a \$500 Withdrawal Fee will be assessed and the entire tuition amount for the second semester will be owed.
4. Tuition refunds owed will be issued via check, within 30 days of the student's withdrawal date.

The above policy covers all normal reasons for student withdrawal, including, but not limited to the following:

- Requests by the parent(s)/guardian(s) to withdraw student
- Student on probation (behavioral or academic)
- Student withdrawal in lieu of expulsion OR expulsion

## STUDENT WITHDRAWAL DUE TO EXTENUATING CIRCUMSTANCES

Rarely are exceptions granted to the General Refund Policy. When they are granted, however, they may only be granted by the FPA Head of School after receiving a written request from the parents after initiating the withdrawal of the student with either the Lower School or Upper School Principal. In such cases, he/she will limit exceptions due to the following extenuating circumstances:

1. Death or disability of at least one custodial parent.
2. Significant income change (defined as 50% or more reduction in the gross annual income of the primary income earner).
3. Physical household move of a minimum of thirty (30) miles from the current FPA campus.
4. FPA Administration has determined that the school can no longer meet the educational needs of the student.

***School records, grades, and/or transcripts will not be released to any other school until: Tuition owed is paid, incidental fees owed are paid, the withdrawal fee is paid, and all school-owned materials (including textbooks, library books, and athletic uniforms) are returned.***