



WITHDRAWAL & DISENROLLMENT

Families who elect to send their children to First Presbyterian Academy (FPA) enter into a contractual agreement with the school. Enrollment at FPA is a commitment for the entire school year and the entire tuition amount. Should a family remove their child(ren) from First Presbyterian Academy (voluntarily or involuntarily), obligation for payment is unconditional.

GENERAL REFUND POLICY - CURRENT SCHOOL YEAR

Upon student withdrawal (voluntary or involuntary) during the current school year, the family may be financially responsible for:

- The nonrefundable annual deposit fee;
- Tuition for all months the student was enrolled;
- An additional charge of up to, but not to exceed, 20% of the remaining tuition of the current school year (calculated on full tuition, not reduced by tuition assistance or discounts); and
- Any additional fees incurred.

This above policy applies to all normal reasons for student withdrawal, including but not limited to:

- Parent/guardian request to withdraw student;
- Student withdrawal determined to be in the best interest of the student and/or the school;
- Behavioral probation;
- Academic probation;
- Withdrawal in lieu of expulsion;
- Student expulsion

GENERAL REFUND POLICY - WITHDRAWAL AFTER RE-ENROLLMENT FOR THE FOLLOWING SCHOOL YEAR

Withdrawal After Enrollment Through March 31

If withdrawal (voluntary or involuntary) for the upcoming school year occurs after enrollment is completed and on or before March 31, the family will be responsible for:

- The nonrefundable annual deposit fee for the upcoming school year;
- An additional charge of 10% of the upcoming school year's full tuition (not reduced by tuition assistance or discounts); and
- Any additional fees incurred.

The General Refund Policy for the Current School Year also applies if the student is also withdrawing for the remaining portion of the current school year.



WITHDRAWAL & DISENROLLMENT

Withdrawal On or After April 1

If withdrawal (voluntary or involuntary) for the following school year occurs on or after April 1 and up to the day before the first day of school, the family will be responsible for:

- The nonrefundable annual deposit fee for the following school year;
- An additional charge of 20% of the following year's full tuition (not reduced by tuition assistance or discounts); and
- Any additional fees incurred.

The General Refund Policy for the Current School Year also applies if the student is also withdrawing for the remaining portion of the current school year.

STUDENT WITHDRAWAL DUE TO EXTENUATING CIRCUMSTANCES

Exceptions to the General Refund Policy are rare and may only be granted by the Head of School. Consideration will be limited to the following extenuating circumstances:

- Death of the student or death of at least one custodial parent;
- Disability of at least one custodial parent;
- Significant income change, defined as 50% or more reduction in the gross annual income of the primary wage earner;
- Physical household relocation of at least thirty (30) miles from the current FPA campus;
- A determination by FPA Administration that the school can no longer meet the educational needs of the student;
- Any other reason deemed extenuating by the Head of School

When an exception is granted, tuition will be prorated through the effective date of withdrawal, and the General Refund Policy will not apply. However, families should understand that a minimum of 10% of the remaining tuition of the current school year may still be assessed, even in cases involving one of the extenuating circumstances listed above.

The annual deposit fee remains non-refundable, and any remaining balance will also be due and owed.

WITHDRAWAL PROCESS

To initiate the withdrawal process, a parent/guardian must complete the [FPA Student Withdrawal Form](#) that is accessible in the Parent Portal. Once this form is received by the Director of Admissions, FPA administrators will follow up with the parent/guardian to discuss next steps and to finalize the withdrawal decision. The FPA Student Withdrawal Form must be completed by the parent/guardian for each child and all balances must be paid prior to the official release of any report cards, transcripts, and school records.