



THE ACADEMY AT SHANNON FOREST

WITHDRAWAL POLICY

BUSINESS OFFICE
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In terms of refunding any tuition amounts resulting from student withdrawal, regardless of whether that withdrawal is initiated by the parent(s)/guardian(s) or school personnel, the following general refund policy applies:

GENERAL REFUND POLICY

1. If a student is withdrawn prior to June 1, no tuition liability will be assessed for that student. If a tuition payment has been made for that student, the entire amount will be refunded.
2. If a student is withdrawn on or after June 1 and prior to his/her first day of school, tuition liability will be equivalent to 25% of the annual tuition for that student.
3. If a student is withdrawn on or after his/her first day of school and prior to the first day of the second semester, the tuition liability will be equivalent to 50% of the annual tuition for that student.
4. If a student is withdrawn at any time during the second semester, the tuition liability will be equivalent to 100% of the annual tuition for that student.

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

- Simple 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 established General Refund Policy. When they are granted, however, they may only be granted by the FPA Head of School. 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. Any other reason deemed "extenuating" by the FPA Head of School.

In the cases listed above, the tuition amount assessed to the parents will be prorated to the day of withdrawal, thus rendering the General Refund Policy non-applicable. **However, it should be clearly understood that a minimum of 25% of the tuition amount will be assessed, even if one of the four (4) extenuating circumstances listed above come into play, unless otherwise stated by the Head of School.**

Furthermore, school records, grades, or transcripts will not be released to any other school if a student withdraws without meeting each of the following three conditions:

- All tuition payments are current
- All fees are paid
- All textbooks / library books returned