



FIRST PRESBYTERIAN ACADEMY

DOWNTOWN • SHANNON FOREST

2022-2023 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 If an enrolled student is withdrawn on or before June 15, the \$500 Withdrawal Fee will be assessed.
2. If an enrolled student is withdrawn between June 16 and the last day of the first semester, the \$500 Withdrawal Fee will be assessed and tuition owed will be adjusted on a per month basis for the actual months enrolled, beginning in July.
Example - If a student is withdrawn at any time in September, the family is expected to pay the monthly tuition rate for July, August, and September plus the withdrawal fee of \$500.
3. If an enrolled student is withdrawn at any point during the second semester, the \$500 Withdrawal Fee will be assessed and the entire tuition amount for the second semester will be owed.

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.