



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.

*Parents/guardian(s) who wish to withdraw their student from school must first notify the Preschool Director in writing, 30 days in advance, in order to initiate the withdrawal.* They will then submit a completed and signed withdrawal form.

### GENERAL REFUND POLICY PRESCHOOL GRADES K2, K3, K4

1. If an enrolled student is withdrawn on or before July 15, no tuition is owed.
2. If an enrolled student is withdrawn on or after July 16, but prior to the student's first day of school, half a month of tuition will be owed.
3. If an enrolled student is withdrawn on or after the first day of school, and the family provides a written, 30 day notice of withdrawal to the Preschool Director, tuition owed will be adjusted through the end of the month following the 30 day notice period.
4. If an enrolled student is withdrawn on or after the first day of school, and the family does not provide a written 30 day notice of withdrawal to the Preschool Director, tuition owed will include the calendar month in which the student is enrolled and the following calendar month (enrollment begins in August).
5. Tuition refunds owed will be issued via check, within 30 days of the student's withdrawal date.

### 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 the Preschool Director. 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 will not be released to any other school until: Tuition owed is paid, incidental fees owed are paid, and all school-owned materials (including library books) are returned.***