



## **Late Withdrawal Policy**

The July 1 withdrawal deadline marks the point after which families are expected to fulfill their financial commitment for the academic year. Beyond this date, it becomes increasingly difficult to fill vacated seats and adjust staffing and program resources, as these decisions are made in reliance on committed enrollment.

### **Withdrawal After the Deadline**

Families who withdraw a student after the July 1 withdrawal deadline will be assessed a late withdrawal fee equal to ten percent (10%) of the annual tuition for that student.

If the student withdraws after July 1, but prior to the start of the school year, the fee will be calculated as ten percent (10%) of the total annual tuition. If the student withdraws after the school year has begun, the fee will be assessed in addition to any tuition already paid for the portion of the school year attended. This fee is intended to offset costs the school has already incurred in reliance on the student's enrollment.

### **Payment of Fee**

The late withdrawal fee will be due at the time of withdrawal and may be billed through the family's tuition account. Any outstanding balances must be resolved before transcripts or records are released.

### **Approved Exemptions and Appeals**

The school recognizes that unforeseen and serious circumstances may necessitate withdrawal. The late withdrawal fee may be waived or reduced at the discretion of the Superintendent for the following reasons:

- Relocation for ministry or pastoral assignment
- Serious medical condition of the student or an immediate family member that prevents continued enrollment
- Military transfer or deployment
- Court-ordered custody changes
- Natural disasters or catastrophic events impacting the family
- Other extraordinary circumstances as determined by the Superintendent.

Documentation may be requested to support an appeal.

### **Appeal Process**

Families seeking consideration for a waiver must submit a written appeal within ten (10) business days of the withdrawal notice. Appeals should be directed to the Business Office and will be reviewed prayerfully and carefully by school leadership.