



# ST. MARGARET'S SCHOOL

## WITHDRAWAL POLICY

1. **Withdrawal from School.** You acknowledge that the tuition fees charged for the school year from September through June (the “**Academic Year**”), are, in part, to reserve your daughter’s place at St. Margaret’s School. Early withdrawals or non-attendance by a student do not reduce staffing needs or other costs to the school attributable to the student’s placement. Accordingly, you agree that the withdrawal of your daughter from the school shall neither entitle you to a refund of pre-paid tuition or other applicable fees, nor excuse, alter, abate, or nullify your obligation to pay or continue to pay monthly tuition. Notwithstanding the foregoing, in certain circumstances a refund or relief from making tuition payments may be available in accordance with this Withdrawal Policy (as amended from time to time).
2. **Dismissal from School.** You understand that St. Margaret’s School may suspend, dismiss, or expel any student, including your daughter, at any time and in its sole discretion, if the Head of School concludes that such student’s performance, attitude, influence, or behavior does not serve the best interest of the school or is not in compliance with the Student Handbook. You will not be entitled to any refund of pre-paid tuition or other applicable fees, or be excused from your obligation to pay or continue to pay monthly tuition throughout the Academic Year, if your daughter is suspended, dismissed, or expelled from St. Margaret’s School.
3. **Notice.** You must notify the Head of School, in writing, in the event that you need to withdraw your daughter from St. Margaret’s School.
4. **Refundable and Non-Refundable Fees and Tuition.** Withdrawal from St. Margaret’s School will have the following financial impact:
  - (a) The annual deposit, application fee, registration fee, grade 12 graduation fee, ELL fee, and other like fees (the “**Non-Refundable Fees**”) are non-refundable in all circumstances;
  - (b) If withdrawing on or before May 15 for the upcoming Academic Year, tuition paid for the upcoming Academic Year, excluding the Non-Refundable Fees, will be refunded in full;
  - (c) If withdrawing after May 15 for the upcoming Academic Year, or if withdrawing at any time during the Academic Year, tuition is non-refundable, except for the following reasons:

- (i) **Student Death** – reimbursement of 100% of the remainder of the Academic Year’s tuition fee for that student (net of any discounts and bursaries) or release from the obligation to continue monthly tuition payments, if the student dies. Non- Refundable Fees remain non-refundable; or
- (ii) **Withdrawal for Medical Reasons** – reimbursement of a portion of the remainder of the Academic Year’s tuition fee for that student (net of any discounts and bursaries) or a partial release from the obligation to continue monthly tuition payments may be granted, provided the student’s disability or condition renders the student unable to continue with her studies in any capacity, extends for thirty-one (31) or more consecutive days, and is expected to continue for the remainder of the Academic Year. A request for withdrawal for medical reasons must be supported by a written medical opinion from the student’s physician (who must be licensed to practice in British Columbia), in a form reasonably acceptable to the school in its sole discretion. Non-Refundable Fees remain non-refundable. In considering a withdrawal application for medical reasons, the Head of School will not exceed the following guidelines:
  - (a) If the request for withdrawal is received (together with all supporting documentation) prior to September 1<sup>st</sup> of the Academic Year, the Head of School will consider a tuition refund of up to 75% of the full year’s tuition;
  - (b) If the request for withdrawal is received (together with all supporting documentation) prior to December 1<sup>st</sup> of the Academic Year, the Head of School will consider a tuition refund of up to 50% of the full year’s tuition;
  - (c) If the request for withdrawal is received (together with all supporting documentation) prior to March 1<sup>st</sup> of the Academic Year, the Head of School will consider a tuition refund of up to 25% of the full year’s tuition;
  - (d) If the tuition fee refund request is received after March 1<sup>st</sup> of the Academic Year, no tuition fee refund will be granted; and
  - (e) No refund of any Non-Refundable Fees shall be granted in any circumstance.

5. **Head's Discretion.** All requests for reimbursement in relation to a student's withdrawal from St. Margaret's School shall be subject to review by the school, and the school may request from the withdrawing parent(s) or student any additional information the school deems necessary, in its reasonable opinion, to properly review and respond to the request. The Head of School reserves the right, in her sole and absolute discretion, to make the final decision about any refunds of tuition, or relief from continued payment of tuition, that may be granted in accordance with this Withdrawal Policy. The decision of the Head of School in this regard shall be final and binding on all parties.
  
6. **Termination.** The withdrawal, dismissal, or expulsion of your daughter from St. Margaret's School will give rise to the termination of this Enrollment Agreement and the school shall have no further obligations to you under this Agreement. The termination of this Agreement does not relieve you from your current or future payment obligations under this Agreement, unless approved in writing by the Head of School.
  
7. **Amendment.** St. Margaret's School reserves the right to amend the Withdrawal Policy from time to time at its sole discretion. Any amendments to the Withdrawal Policy will be posted by January 31 and become effective in the following Academic Year.