



Policy: Tuition Refund Policy and Procedure

Board Approval: October 24, 2018

Board Review: April 25, 2023

Background

Our commitment to teachers, facilities, and other support staff are made well in advance of the start of the school year in order to ensure delivery of a quality program. Our refund policy reflects the mutual commitment necessary to ensure that the services outlined in our program are delivered with the highest standards. Our budget is based on student counts and funding in order to develop staffing and resources necessary to deliver the program each year.

Our Commitment

Summit West Independent School is committed to achieving our mission through:

- * Providing an environment that is student-centered, professional, and responsive;
- * Treating all of our students with consideration, courtesy, and respect;
- * Providing a wide range of educational and skill development services and facilities;
- * Staff that are friendly and approachable when dealing with parents and students;
- * Staff that are informed and professional in their area of expertise;
- * Access to up-to-date resources, in a variety of formats, appropriate for curriculum needs;
- * Open communication and consultation with teachers in all grade levels;
- * Working in partnership with all of our stakeholders;
- * Continuous budget-based investment in our staff, facilities, equipment, and resources.

Process

All questions on the above should be directed to the Executive Director at:

Summit West Independent School
1 McRae Street
Okotoks, Alberta
T2S 1J5

Student Account Status

1) If tuition fees have not been paid in full and a student withdraws after the first day of class, the remaining tuition fees are still due. Summit West Independent School will take all steps necessary to collect fees owed to the school, including the use of collection agencies.

PLEASE NOTE:

* Withdrawal requests must be submitted in writing and sent by registered mail to the Executive Director. Requests must include full disclosure for withdrawal.

* Additional refunds will only be considered for medical reasons (suitable documentation by medical practitioner must be provided) or other hardship or exceptional circumstances.

* Non-tuition fees, such as textbooks, uniforms, equipment, tournament fees, are non-refundable.

* No reduction in fees will be made for absences, suspensions, expulsions, or withdrawals.

* The school may suspend the attendance of any student with outstanding accounts unless otherwise agreed to in advance in writing.

IMPORTANT DEADLINES

REFUND

- 1) Withdrawal before June 1, refund of tuition fees paid, less \$250 admin fee.
- 2) Withdrawal before September 1, 50% of tuition fees paid, less \$250 admin fee.
- 3) Withdrawal on or after first day of classes, no refund applies, full tuition remains due.