

RIDGEFIELD CHRISTIAN SCHOOL

STUDENT WITHDRAWAL/PARENTAL FINANCIAL RESPONSIBILITY POLICY

Based on signed registration agreements, RCS budgets for faculty/staff position salaries as well as classroom resources and supplies for the school year. Withdrawing from RCS without completing the school year can create a budget shortfall for the school. It is our desire to remain fiscally responsible and to be good stewards of the financial commitment our families have made to their children's education. As such, to maintain a sound operating budget, RCS has implemented the following policy.

The following refund policy applies to any tuition/maintenance fee amounts resulting from student withdrawal. **Registration fees and textbook fees are non-refundable.**

TUITION/MAINTENANCE FEE REFUND POLICY

- If a student is withdrawn prior to June 1, of the upcoming academic year, no tuition/maintenance fee liability will be assessed for that student.
If a tuition and/or maintenance payment has been made for that student, the entire amount will be refunded.
- If a student is withdrawn on or after June 1, and prior to his/her first day of school, tuition liability will be equivalent to 25% of the annual tuition for that student.
- If a student is withdrawn on or after his/her first day of school, the tuition/maintenance liability will be equivalent to 100% of the annual tuition/maintenance for that student.

Student Withdrawal Due to Extenuating Circumstances

The following will be considered by the school board for exception to the policy above. If the school board deems that a student is withdrawing based on extenuating circumstances, the parents will be responsible for tuition/maintenance fees to include the full month that the student withdraws.

- Death of the student or death of a custodial parent
- Disability of a custodial parent
- Significant income change (defined as 50% or more reduction in the gross annual income of the primary income earner)
- Physical household move of a minimum of 50 miles from the RCS campus
- Student withdrawal when determined by the school administrator is in the best interest of the student and/or school
- Student expulsion

By signing below, I acknowledge and agree to meet my financial obligations as set forth in the policy above.

Parent/Guardian signature

Date