



Withdrawal Policy

We understand situations change throughout the school year that can cause a family to possibly need to withdraw from Queen of Apostles Catholic School. When withdrawal is due to verifiable job loss, tuition will be prorated. However, our programming is planned with each family committing to a full year's tuition to our school. Therefore, for the 2023-2024 school year and going forward, we will utilize the following policy:

- Tuition is withdrawn over 10 months starting in July for each academic year. We understand that circumstances may change during the school year for families. **If those circumstances require a student to withdraw and notice is given at the beginning of the month in writing to the school**, that month's payment will serve as the last month of collected tuition. If written notice is received on or after the 15th of the month then one additional month's tuition will be collected regardless of whether your student is enrolled in that month. Once a month has started, the tuition for the full month is due no matter how many days your student is enrolled that month.
- For any students withdrawing after March 31st, all remaining annual tuition is due for the remainder of the academic year. Transcripts will not be provided until these financial obligations are met. Exceptions will be made for military families who receive a change of orders. A copy of those orders is required.
- Tuition must be current and up-to-date before the withdrawal process can begin. The first month tuition, registration fees, extended day fees, financial aid and scholarships are non-refundable. There is no tuition refund for students expelled for disciplinary reasons.