

WITHDRAWAL AND REFUND POLICY

The school’s expenses are incurred on an annual basis; therefore, the school is obligated to meet costs it cannot cancel due to student withdrawals. Any student who voluntarily withdraws from Saint Bernard will be responsible for payment of tuition and fees based on the date of the withdrawal. Any student who has not met his tuition and fee obligation on or before the withdrawal date will be required to remit the remaining balance prior to the release of transcripts. Amounts paid which exceed the financial responsibility (see below) will be refunded only upon written request to the Business Office. For student withdrawals prior to the start of school, tuition obligations are limited to the registration fee and non-refundable deposit.

DISMISSAL

Any student who is dismissed, expelled or withdrawn from the school for disciplinary reasons is not entitled to a refund of any portion of the tuition or fees.

LATE FEES AND PAYMENTS RETURNED FOR INSUFFICIENT FUNDS

Tuition plans are subject to late fees and/or fees for returned checks/payments. For Plan B (two payment plan), a \$75 late fee will be assessed after January 15, 2010. For Plan C (FACTS monthly payment plan), a \$20/month late fee will be assessed if the payment is late. If checks are returned or if there are insufficient funds in the bank account from which FACTS is withdrawing, there will be a \$25 fee owed directly to FACTS. If any checks written out to Saint Bernard are returned for insufficient funds, a \$25 bank fee will be assessed by Saint Bernard if re-payment is not made within 10 business days.

This tuition contract represents the commitment of the undersigned legal adults to pay the 2009-2010 tuition/adjusted tuition obligation according to the following:

<u>Time Period</u>	<u>Parents/Guardians Financial Responsibility</u>
From July 1 st to the first day of school	Non-refundable tuition deposit
From the 1 st day of school to September 15, 2009	25% of the total tuition owed plus 100% of activity fees
Between September 15, 2009 and January 31, 2010	50% of the total tuition owed plus 100% of activity fees
After February 1, 2010	100% of the total tuition owed plus 100% of activity fees

Parent/Guardian (guarantor) (please print) _____

Signature of Parent/Guardian (guarantor) Date

Mailing Address City/State/Zip Home Phone # Work/Cell Phone #

KEEP A COPY OF THIS CONTRACT FOR YOUR RECORDS.

Return to: **Saint Bernard School; Business Office; 1593 Norwich New London Turnpike; Uncasville, CT 06382-1399**