

**MDCS EARLY STUDENT WITHDRAWAL POLICY FORM 2022-2023**

When a student withdraws from Mater Dolorosa Catholic School, all financial obligations must be paid in full at the time of withdrawal. (i.e. aftercare, tuition, late fees, etc)

TUITION REFUND WILL BE BASED ON THE DATE OF THE WRITTEN WITHDRAWAL FORM COMPLETED IN THE SCHOOL FRONT OFFICE. PLEASE SEE THE FRONT OFFICE FOR THE STUDENT WITHDRAWAL FORM 72 HOURS PRIOR TO STUDENT WITHDRAWAL.

The following is a schedule of pro-rated tuition refunds for early student withdrawals.

- 1.) Students who withdraw before August 31st will be refunded 90% of the original tuition amount paid.
- 2.) Any student who withdraws from school between September 1<sup>st</sup> and December 5<sup>th</sup> will be charged for the days of school attended.
- 3.) There are no refunds of tuition fees in any amount for student withdrawals after December 5<sup>th</sup> of the current school year.

\$35.00 fee will be charged for any NSF checks to the school.

If you have any questions regarding the policy above, please feel free to contact the school office.

---

PARENT/GUARDIAN SIGNATURE

---

Date