



Mater Dolorosa Catholic School

509 Pine Street · P.O. Box 380 · Independence, Louisiana 70443
Telephone: (985) 878-4295 · Fax: (985) 878-4888

EARLY STUDENT WITHDRAWAL POLICY FROM MATER DOLOROSA SCHOOL

REGISTRATION/ENROLLMENT FEE PER STUDENT MUST BE PAID IN FULL WHEN THE COMPLETED PACKET IS TURNED IN.

Parents will have the option of financing student tuition with Gulf Coast Bank. All financing of bank **loans must be signed no later than May 15th** for returning students or a LATE FEE of \$50 **per student** will be assessed. Your first payment will begin in accordance with Gulf Coast Bank's policies. Please contact Gulf Coast Bank for any additional inquiries regarding your application or loan.

Parents will be notified if tuition loan payment is delinquent more than 30 DAYS. **Any loan payments or other payments due to the school that are past due more than 35 days will result in a student being unable to attend class until all payments, late fees, etc. are paid current.** All payments of tuition, registration, student fees, lunch fees, and other fees for the current session must be up-to-date in order for a student's application to be accepted for the next academic year. Any student whose payments are not up to date will not be able to attend any field trips or participate in any other student activity including athletics, cheer, etc.

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

- Students who withdraw before August 31st will be refunded 90% of the original tuition amount paid.
- Any student who withdraws from school between September 1st and December 5th will be charged for the days of school attended.

There are no refunds of tuition fees in any amount for student withdrawals after December 5th of the current year.

A \$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