

EARLY WITHDRAWAL TUITION PAYMENT POLICY

Immaculate Heart of Mary School's annual budget is created after careful consideration of various factors, including but not limited to, the number of students enrolled for the upcoming and/or current school year. When students withdraw after enrollment but before the start of the upcoming school year, or before the conclusion of the current school year, and IHM is unable to collect the associated tuition, it has a significant financial impact on the School's budget and on its responsibilities to the Parish. As a result, parents shall be responsible for outstanding tuition or fees should they unilaterally decide to withdraw their child from school once the student has been accepted and enrolled for the upcoming or current school year. Outstanding tuition or fees is defined as any remaining balance related to the current school year as well as any future tuition balance for an upcoming school year once enrolled.

In the event a child is withdrawn from school once enrolled but before the end of the upcoming and/or current school year, the family must promptly notify the School Administrator in writing. For a student (or students) who are enrolled for an upcoming school year, if the student (or students) withdraw at any time after enrollment and before the start of that upcoming school year, the family shall be responsible for payment of $\frac{1}{2}$ of the tuition allocable to the withdrawing student (or students) for that upcoming school year. For a student (or students) who are enrolled for a current school year, if the student (or students) withdraw at any time after the start of the current school year but before December 31st of that current school year, the family shall be responsible for payment of $\frac{1}{2}$ of the tuition allocable to the withdrawing student (or students) for that current school year. For a student (or students) who are enrolled for a current school year, if the student (or students) withdraw on or after January 1st but before the end of the current school year, the family shall be responsible for payment of the full tuition allocable to the withdrawing student (or students) for the current school year.

Immaculate Heart of Mary School reserves the right to retain and not forward a student's records or files to other schools for students who withdraw early and for which there is an outstanding balance under the terms of this policy.

Immaculate Heart of Mary School is mindful that family and personal circumstances change, which may affect the student's attendance at school. In this event, a written request shall be made to the School Administrator and the Pastor, who have the discretion to waive the enforceability or applicability of this Early Withdrawal Tuition Payment Policy.

Adopted: April 14, 2016