

TUITION REFUND POLICY

As stated in the contract for St. Luke's Episcopal Day School, the contract is a legal and binding document when signed by the parent(s) or guardian of the student. This contract may be canceled by the parents only if a certified letter is received in the office by March 31. After March 31, the parents or guardian are financially obligated and responsible for paying the full tuition.

In an effort to lessen the risk of paying full tuition, parents/guardians are given the opportunity to participate in a Tuition Refund Policy. At the school's discretion, parents or guardians of the student may be entitled to a 50% refund of tuition under the following circumstances:

1. The student moves outside a 50-mile radius of St. Luke's Episcopal Day School between April 1st and the first day of school.
2. A certified letter must be received by the school office requesting consideration of a tuition refund.
3. For each student withdrawn, a new student must be enrolled between August 15th and November 15th of the contracted school year.

Refund requests will be considered in the order of receipt of the certified letter. St. Luke's Episcopal Day School Board of Trustees recognizes the above policy may not help with all extenuating circumstances of families leaving St. Luke's Episcopal Day School. The refund policy set forth above is designed to ensure that the annual school budget is not compromised.

Dear Parents,

If you are certain that your child will not attend St. Luke's next year, please sign the following statement and return along with this unused enrollment packet.

My child, _____, will **not** attend St. Luke's for the 2010-2011 school year.

Parent's Signature _____

Date _____

Reason for not returning:

_____ moving from Baton Rouge area

_____ transferring to another private/independent school in Baton Rouge

Name of School to forward final transcripts

_____ transferring to a local public school in the area

Name of School to forward final transcripts