



Withdrawal & Refund Policy

Effective April 10, 2017

> Tuition

Early Withdrawal	Annual Tuition Refund	Semester Tuition Refund
Before end of 1st quarter of School Year	60%	20%
During 2nd quarter of School Year	40%	0%
During 3rd quarter of School Year	20%	20%
During 4th quarter of School Year	0%	0%

- For any cancellation, the refund rate is as above.
- There are no refunds for temporary leave.
- A completed Withdrawal Form must be turned in to the Admission office at least one week prior to the student's last day.

> Transportation Fee

Transportation cancellation	Year Refund	Semester Refund
Before end of 1st quarter of School Year	60%	20%
During 2nd quarter of School Year	40%	0%
During 3rd quarter of School Year	20%	20%
During 4th quarter of School Year	0%	0%

- For any cancellation, the refund rate is as above.
- If SAIS can't arrange transportation, the fee will be refunded in full.

All refunds will be processed at the end of the semester in which student is withdrawn.

I have read the **Withdrawal & Refund Policy** and I am aware of it.

Parent Signature: _____

Date: _____