

## 2023-2024 Refund Policy

Applicable refunds will be issued by cheque to the mailing address we have on file in Family Zone. It is your responsibility to notify Calgary Arts Academy upon withdrawal if there is a different mailing address.

### Refund Policy – School Resource Fees

1. Should written notice be received that a student withdraws prior to September 30, a full refund of fees paid, less a \$100.00 administration fee will be issued by cheque.
2. Should written notice be received that a student withdraws after September 30, but prior to December 31, 50% of the fees paid, less a \$75.00 administration fee will be issued by cheque.
3. Should written notice be received that a student withdraws between January 1 and February 28, 25% of the fees paid, less a \$75.00 administration fee will be issued by cheque.
4. Students withdrawing after March 1 will not be issued a refund.

All technology and attachments (e.g. powercord), must be returned in similar condition to when it was issued prior to a refund being issued.

All school textbooks, home reading books and library books must be returned prior to a refund being issued.

### Refund Policy - Transportation Fees

If written notice is received that a student withdraws from busing after August 1 and before September 30, they will receive a full refund for each month remaining and will be subject to a non-refundable fee of:

- Two-way busing: Non-refundable fee of \$225.00 per rider.
- One-way busing: Non-refundable fee of \$175.00 per rider.

If written notice is received that a student withdraws from busing after September 30 and before April 1, they will receive a refund for each month remaining as follows and be subject to the above non-refundable fee:

- Two-way busing: Refund for each remaining month \$60.00
- One-way busing: Refund of each remaining month \$40.00

Notes:

1. The withdrawal date used to calculate refunds is the date that written notice of withdrawal is received by the Transportation Coordinator or the Secretary Treasurer, regardless of actual usage.
2. There will be no refunds for withdrawal after March 30.

**Refund Policy – Lunchroom Supervision Fees**

There shall be no refunds provided for Lunchroom Supervision fees for withdrawal from the school. Families will be charged the full lunchroom supervision fee for that school year, regardless of when they register in the school.