



2020-2021
Roycemore School Tuition Refund Policy
Revised 3/30/2020

The withdrawal of a student from Roycemore School after parents or guardians have signed an enrollment agreement and paid a tuition deposit presents a hardship for the school because the school has budgeted for the use of tuition funds and has reserved a classroom spot for the student for the ensuing school year. Therefore, Roycemore School has adopted the following policy regarding tuition refunds.

1. All paid tuition deposits are non-refundable under all circumstances.
2. If a student is withdrawn or dismissed on or before June 30 for any reason, the tuition paid for the upcoming academic year will be refunded minus the tuition deposit. There will be no obligation for the family to pay any tuition beyond the tuition deposit.
3. If a student is withdrawn or dismissed on or after July 1 through July 31 for any reason other than the student's Medical Condition (as defined in paragraph 6), the family's obligation to Roycemore School for the upcoming academic year is 50% of the tuition set forth in the enrollment contract.
4. If a student is withdrawn or dismissed on or after August 1 up to the first day of class for any reason other than the student's Medical Condition (as defined in paragraph 6), the family's obligation to Roycemore School for the upcoming academic year is 75% of the tuition set forth in the enrollment contract.
5. If a student is withdrawn or dismissed on or after the first day of the academic year for any reason other than the student's Medical Condition (as defined in paragraph 6), the family's obligation to Roycemore School is 100% of the tuition set forth in the enrollment contract.
6. A student may be withdrawn due to a medical condition of the student that (i) prevents the student from attending any school or receiving any educational instruction, and (ii) has been diagnosed following examination of the student by a doctorate-level health care professional who is licensed to practice medicine or clinical psychology in the State of Illinois ("Licensed Professional"). A medical condition that satisfies both (i) and (ii) in the foregoing sentence is referenced in this Policy as a "Medical Condition." If a student is withdrawn due to his/her Medical Condition, the family's obligation to Roycemore School is the tuition deposit plus a prorated portion of the tuition amount set forth in the enrollment contract representing the number of days the student was enrolled during the academic year. For a withdrawal due to a Medical Condition to qualify for any tuition refund or release, the withdrawal must be supported by a written report of the diagnosing Licensed Professional that provides an opinion based on a reasonable degree of medical or psychological certainty that the student's withdrawal from Roycemore is necessary or recommended for the physical, mental, and/or

emotional well-being of the student and the reasons therefore. The written report is subject to verification by Roycemore School.

7. Administration and execution of this Tuition Refund Policy is the responsibility of the Head of School. A family may appeal the determination of the Head of School under this Policy. Any such appeal is limited to a claim of a mistake of fact or a misapplication of the Policy and must be made in writing to the Chair of the Board of Trustees of Roycemore School within thirty (30) days after the final determination of the Head of School; otherwise, the opportunity to appeal is forfeited. All written appeals will be considered by the Executive Committee of the Board of Trustees and a written decision will be issued by the Executive Committee. All decisions on appeals by the Executive Committee are final and binding.