

## Refund Policy

Families who request a refund before the school year begins may receive a partial refund, at the school's discretion, according to the following refund schedule.

### Refund Schedule

Maximum refund available according to withdrawal date:

March 31st – 100% of tuition paid

April 1st – 80% of tuition paid

May 1st – 70% of tuition paid

June 1st – 60% of tuition paid

July 1st – 50% of tuition paid

August 1st and onward – No refund available

### Refund Calculation

The refund amount equals the total tuition paid to date, minus the non-refundable percentage of total annual tuition, minus any early payment discount received.

In cases where the non-refundable amount exceeds what the family has already paid, the family will owe the difference. For example, if total annual tuition is \$25,000 and the family has paid \$17,500 by July 31, the non-refundable portion is 75% of \$25,000 = \$18,750. The family would owe \$1,250 rather than receiving a refund.

### Refund Request Process

1. Submit a written request to the Finance Department at [finances@westminsterclassical.ca](mailto:finances@westminsterclassical.ca)
2. Include student name(s), grade(s), and reason for the refund request
3. The Finance Department will calculate the refund according to the schedule above
4. Refunds (if applicable) will be processed within 30 days of request confirmation