



VACATION-EXTENDED ABSENCE POLICY

GENERAL PRINCIPLE:

The school operates on a budget that depends on consistent tuition and transportation fee payments. As a small institution, our staffing, facility costs, transportation, and educational services continue regardless of a student's attendance.

Therefore, no refunds or fee reductions will be provided for vacations or extended absences of any duration.

TUITION FEE DURING VACATION OR EXTENDED VACATION:

- Tuition fees remain fully payable, even if a student is absent due to vacation, travel, medical leave, or any other extended absence.
- No refund, prorating, or credit will be issued for any missed days, weeks, or months within a billing quarter.

TRANSPORTATION FEE DURING VACATION OR EXTENDED VACATION:

- Transportation fees will continue to be charged, even if the service is not used because the student is away.
- No refund or credit will be issued for non-usage of transportation due to vacation or extended absence.

Important: A student enrolled in the transportation program **occupies a designated seat**, which prevents the school from offering that seat to another student who may be on the waiting list or seeking transportation services. Because each transportation seat is limited and represents a committed operating cost, the fee remains payable regardless of temporary non-usage.

REASONS FOR NO REFUNDS:

To maintain affordability and avoid charging families additional fees, the school does not impose:

- Building funds
- Capital development fees
- Infrastructure levies OR charges common in many private schools

Because the school intentionally keeps its fee structure minimal and accessible, **tuition and transportation fees must remain consistent to cover ongoing operational costs.**



COMMITMENT TO FAMILIES:

Although the school cannot offer financial adjustments for absences, we remain committed to:

- Supporting students' learning during their absence and upon their return.
- Providing missed assignments where appropriate.
- Ensuring continuity of academic progress.

Policy in effect from September 1, 2024.