



CATHOLIC COMMUNITY EDUCATION COMMISSION

Policy # 3240.4

BUSINESS

TUITION REFUND POLICY

To facilitate sound budget practices, there will be absolutely no refunds of tuition, withdrawal or dismissal, granted to any family enrolled in the school. Except for students moving out of the service area of LMC, the obligation to pay fees and tuition remains unconditional. Prorated tuition will be refunded to those families moving out of the service area (within 50 miles of 915 Pleasant Street, St. Joseph, MI) upon receipt of new school's request for transfer of student's records form.

In adherence of this policy, all families will be required to sign a legal enrollment contract each academic year and will receive a copy of the contract and a copy of this policy.

1 st Reading	<u>1/18/01</u>	1 st Reading-Revised	<u>3/18/04</u>
2 nd Reading	<u>2/15/01</u>	2 nd Reading-Revised	<u>5/20/04</u>
Adopted	<u>2/15/01</u>	Adopted	<u>5/20/04</u>