

JUNIOR DIVISION

Withdrawal/Refund Policy

SCHOOL YEAR PROGRAMS:

Written notification to the Bursar is required for a child to withdraw from the program. (Notifying the instructor is not acceptable.) If the account is not up to date upon withdrawal the bill payer is responsible for any outstanding balance. At the end of the term, all unpaid balances are sent to a collection agency.

Enrollment in the Junior Division is a full year commitment. However, once a withdrawal letter is received, tuition responsibility will be calculated according to the schedule below based on the annual tuition price, plus an administrative fee of \$50 and any non-refundable fees such as the \$50 Registration Fee. Discounts are not honored in the case of withdrawals.

If a refund is expected, please include a copy of the payment receipt(s) with the withdrawal letter, and specify the name, address and credit card information (if applicable) of the bill payer. The refund will be made in the same manner as payment was received. Please allow 3-6 weeks for processing.

<i>If the withdrawal letter is received:</i>	<i>% of Annual tuition RETAINED by The Ailey School</i>	
Before the first class of the year.....	0%	
During the 1 st week of the year	20%	
During the 2 nd week of the year.....	40%	
During the 3 rd week through the mid-year point.....	50%	
During the first week past the mid-year point.....	60%	
During the second week past the mid-year point.....	70%	
During the third week past the mid-year point and thereafter.....	100%	

**mid-year date
(usually in early January)
is provided with refund
policy on registration form**

SCHOLARSHIP PROGRAM: All scholarship payments are non-refundable.

SUMMER PROGRAM:

Written notification to the Bursar **is required** for a child to withdraw from the program. (Notifying the instructor is not acceptable.) Upon official withdrawal, or dismissal from the program as a result of a violation of The Ailey School Rules & Regulations, tuition for the semester in which the child has registered will be refunded according to the following schedule below. All Registration and Physical Therapy fees are Non-refundable.

<i>If the withdrawal occurs:</i>	<i>Percentage of tuition refunded</i>
Before the start of the program.....	100% (less \$350 deposit)
On the first day of the program or after – No Refund.....	0%

If a refund is due, please allow 3-6 weeks for processing.

SCHOLARSHIP PROGRAM: All scholarship payments are non-refundable.