



# St. John's Academy

## Shawnigan Lake Campus

## Refund Policy

### Overview

St. John's Academy Shawnigan Lake (SJASL) is committed to providing an exceptional learning environment where students are encouraged to learn and engage with the school community. SJASL hires exceptional teachers and staff, and provides high-quality programs. Annually, staffing and program models are based on confirmed enrolment numbers. Your full-year commitment to SJASL is the foundation upon which we develop staffing and operational plans. Withdrawing a student does not reduce SJASL's annual operating expenses. For these reasons, it is not possible to refund fees paid or cancel unpaid fees.

The Tuition Refund Policy determines whether parents (or guardians) are eligible for a tuition fee refund if their child(ren) does not begin or complete the school year.

### Tuition Refund Policy

**Students may be granted a refund only under the following circumstances:**

- Withdrawal due to a medical condition for which the student receives legally qualified treatment by a qualified practitioner.
- Medical absence, medical withdrawal, or death.
- The student's study permit (international students) is not approved by *Citizenship and Immigration Canada*. Student must provide the original rejection letter from *Citizenship and Immigration Canada* and submit it to the School.

The Director of Admissions and the Head of School must receive written notice from the parents/guardians and legally qualified practitioner in order to be eligible for tuition refund.

The student's last day (as communicated on the withdrawal form) will be used to calculate the refund.

**Students will not be granted a refund under the following circumstances:**

- The student transfers to another school once enrolled.
- The student has a previously known, yet undisclosed, learning disability, behavioural challenge, special education need, or mental health issue.
- An international student receives their study permit, but then transfers to another school.
- The family/student provides any false or misleading information on their application.

- Absence or withdrawal due to the use of drugs (any drug or agent classified as a narcotic, hallucinogenic, psychedelic or those having a similar effect) unless given by, and while in the care and attendance of, a legally qualified practitioner in order to withdraw their child(ren).
- The student's study permit (international student) is not approved by Citizenship and Immigration Canada **due to missing documents or incomplete paper work.**
- The student is expelled for not adhering to SJASL code of conduct.

### **Non-Refundable Fees**

- Application Fee.
- New Student Registration Fee.
- Enrolment Fee.
- Deposit Fee.
- Consolidated Fees.
- Bussing Fee.

### **Refund Request Form**

To process a refund, the refund request form found on the school website must be completed and submitted to admissions@stjohnsacademy.ca.

\*If a tuition refund circumstance is met, the student may request a refund by providing any required documents and submitting a completed Refund Request Form to process the refund. Otherwise, all application fees are nonrefundable including the administration fee (\$600.00).

\*The normal processing time for a tuition refund is 4 weeks. \* Inactive student files will be closed after 6 months if there is no contact from the student/guardian. Tuition will not be held in this case. By signing below, we have read and agree to St. John's Academy Shawnigan Lake's Tuition Refund Policy.

Student Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Parent/Legal Guardian's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Policy owned by: SJASL Director of Admissions  
 Updated: October 2022 by SJASL Leadership Team  
 Board approval: February 2023