

Instruction

Collection and Refund Procedures

ELEMENTARY COLLECTIONS

Time when child enters our school determines the amount to be collected.

Hardback books

1 st nine weeks – full amount	3 rd nine weeks – ½
2 nd nine weeks – ¾	4 th nine weeks – ¼

Workbooks: You will be charged the full amount for workbooks needed.

ELEMENTARY REFUNDS

Hardback books

1 st nine weeks – ¾	3 rd nine weeks – ¼
2 nd nine weeks – ½	4 th nine weeks – 0

Workbooks: There will be no refund if a workbook has been used. We will refund the full amount if the workbook has not been used.

HIGH SCHOOL COLLECTIONS

All collections except postage, insurance and workbooks

1 st nine weeks – full amount	3 rd nine weeks – ½
2 nd nine weeks – ¾	4 th nine weeks – ¼

Postage, Insurance and Workbooks: You will be charged the full amount for postage, insurance and workbooks needed at all times.

HIGH SCHOOL REFUNDS

All refunds except postage, insurance and workbooks

1 st nine weeks – ¾	3 rd nine weeks – ¼
2 nd nine weeks – ½	4 th nine weeks – 0

Postage, Insurance and Workbooks: There will be no refund on postage and insurance at any time. There will be no refund if a workbook has been used. You will refund the full amount if the workbook has not been used.