

**Required parameters :**

# **HOLY CROSS SCHOOL**

436 Broadway. South Portland. Maine 04106

Chris L'Abbé  
Principal

Msgr. Michael Henchal  
Pastor

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## **TUITION REDUCTION POLICY FOR EARLY WITHDRAWALS 2017-18 School Year**

Holy Cross School has a policy on reducing tuition obligations for early withdrawals that was adopted by the Holy Cross School Advisory Board and approved by Monsignor Michael Henchal, Pastor and the Principal. The effective date of this policy is October 1, 2009.

The policy states:

Families incur an annual tuition obligation by registering a child for an academic year at Holy Cross School and thus reserving a spot for that child for the entire school year. This annual tuition amount is set by Holy Cross School before the start of each school year. Holy Cross School may allow reductions of the annual tuition obligation for students who withdraw before the end of the academic year as follows:

For student withdrawal before November 1<sup>st</sup>, the annual tuition obligation will be reduced by 50%. If the family has already paid more than 50% of the annual tuition obligation, then a refund of the excess amounts will be granted. If the family has paid less than 50% of the annual tuition obligation, then Holy Cross School will invoice the family for the shortfall.

For student withdrawal during the month of November, the annual tuition obligation will be reduced by 25%. If the family has already paid more than 75% of the annual tuition obligation, then a refund of the excess amounts will be granted. If the family has paid less than 75% of the annual tuition obligation, then Holy Cross School will invoice the family for the shortfall.

For student withdrawal after November 30<sup>th</sup>, there will be no reduction of the annual tuition obligation.

**Please sign below and return with your tuition forms. Thank you.**

Acknowledgement of Receipt: \_\_\_\_\_

PLEASE PRINT NAME: \_\_\_\_\_

Date: \_\_\_\_\_