



## Withdrawal Policy

- All families must fill out a withdrawal form if your child will be permanently withdrawing from WOL Preschool or you plan to take an extended leave of absence where you will not be paying tuition to hold your spot.
- If a student is expected to return a family is expected to pay tuition if they wish to hold the spot.
- If tuition is not paid the family will have to pay an \$85 fee to re-register upon their return and the spot is not guaranteed to be available.
- Monthly tuition will not be reimbursed under any circumstance; however, the month can be prorated in advance if the 30 day notice is given before the payment is made.
- The only exception to the tuition reimbursement policy is if the tuition was made in one annual payment. The reimbursement, however, will not include the 5% discount originally figured in the annual rate.
- Registration fees are always non-refundable.
- Please note that withdrawals cause a lot of disruption to the classroom and many challenges for the teachers and the office. We understand that many of the situations are unavoidable but please re-consider enrollment if you are not able to attend for the majority of the school year.