



# MY WHOLE EARTH ACADEMY

2019/2020 School Year

## WITHDRAWAL & MISSED CLASS POLICY

### **MISSED CLASS POLICY**

We recognize that vacations, illnesses & various emergencies occur, however, please understand that we cannot offer refunds for your own choice to miss classes. Exceptions may occur in extreme situations, which will require supporting documentation.

You may request a courtesy make-up class, however, **they are subject to the following:**

- Sufficient class space,
- No more than 1 make-up class in any given month,
- Are not cumulative, and
- May not be applied against future enrollment. We appreciate your understanding.

### **PRIORITY PLACEMENT GUARANTEE**

**At My Whole Earth Academy we offer Priority Registration.** This means that, once you have registered with the Academy, you are guaranteed an ongoing spot for your child in our programs. To continue your registered program, kindly fill in a [Returning Family Form](#) to secure your spot for the next term. If you do not wish to continue, please follow the Withdrawal instructions below.

**If you wish to change your dates of attendance or program,** please indicate your choice on the [Returning Family Form](#) and give it to your Teacher for the Registrar. Your child will be switched at the first available opportunity. Also, as your child ages, a place in older classes will be granted to you on a priority basis.

### **PAYMENT COMMITMENT, WITHDRAWAL, AND REPAYMENT POLICIES**

**Once you have registered** at My Whole Earth Academy and your application fee has been processed, you are financially committed for the upcoming term, in its entirety, regardless of absence or withdrawal.

**If you have registered for the full school year and withdraw early,** you will be responsible for any increased tuition fees as recalculated based on term rates. You must provide notice to the Academy 30 days prior to the onset of the next term or you will be subject to payment of the entire subsequent term in full. Early withdrawal will also result in forfeiture of your \$200 security deposit.

**To notify us of your intention to withdraw your child,** please complete a [Withdrawal Form](#) and return it to your teacher at My Whole Earth Academy in person, by Registered Canada Post, or by email to [admin@mywholeearth.ca](mailto:admin@mywholeearth.ca). Your notice is effective as of the date it is received by our staff. If you send it by mail, we recommend you request a signature for delivery.

**If you are withdrawing early,** your courteous 30-day notice allows sufficient time to support the separation of the child from the group, to compassionately manage the experience of the remaining children in the group, and respects the administrative needs of the Academy while we choose a suitable student to fill the newly created space in the classroom. As noted above, you will be responsible for fees outstanding.

**When you have reached the end of your registered programs,** and no fees are outstanding, we will refund the \$200 Security Deposit paid at the beginning of your program. You may also request that your Security Deposit be applied to your final month's tuition fees. Application Fees are non-refundable.



## WITHDRAWAL NOTIFICATION FORM

Date \_\_\_\_\_

Dear My Whole Earth Academy,

This is to notify you that I, \_\_\_\_\_, am withdrawing my child(ren),  
\_\_\_\_\_, from all classes at My Whole Earth Academy, effective as of  
\_\_\_\_\_.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Receiving My Whole Earth Academy Staff Member

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### For Office Use Only

- Notice provided 30 days prior to the onset of the following Semester, no fees owed.
- Notice provided 30 days prior to the onset of the following Semester, fees owed for current Semester.
- Notice provided less than 30 days prior to the onset of the following Semester, fees owed for the following Semester.
- Notice provided less than 30 days prior to the onset of the following Semester, fees owed for both the current Semester and the following Semester.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Receiving My Whole Earth Academy Staff Member