

**2410 Glenview Road, IL 60025** **847-724-7841 www.stdavidspreschool.com**

**REFUND POLICY**

**Registration Fee:** The $75.00 registration fee is non-refundable.

**Enrollment Deposit:** In order to secure your child’s placement at St. David’s for the coming year, a tuition deposit is due by January 27, 2023. If the school does not receive this payment by January 26, it will be considered as forfeiture of your child’s class placement and the spot will be offered to those on the waitlist.

**Withdrawal:** If you need to withdraw your child from the school before the school year starts, a written withdrawal notice must be mailed to the Director of the Nursery School. The enrollment deposit is non-refundable. A refund of the May 15 tuition payment will be granted **only** if the school can fill the vacancy created by your withdrawal within ten (10) business days of the postmark of your withdrawal notice. If withdrawing before school starts in September, the notice must be postmarked by August 1. Withdrawals postmarked after August 1 shall not be entitled to any refund of the tuition deposit or May 1st tuition payment.

**Tuition Refund:** If your child needs to withdraw after the school year has started, there will be no refund of tuition. Tuition is divided in three separate payments due May 15, August 15 (before school starts) and November 15. Tuition payments that have already been paid will not be refunded. However, the withdrawing family will not be responsible for further tuition payments.

DDK 12/23