

Tuition Obligation Release Policy

The Enrollment Contract is a binding contract. Nothing in this policy is to be construed to alleviate any family of tuition or any obligations under the Enrollment Contract, but is only to give the Head of School and/or the Executive Committee of the SJEDS Board of Trustees the broad discretion to relieve certain families of tuition obligations, and only when the Head of School and/or the Executive Committee of the SJEDS Board of Trustees elects to do so, in their sole discretion. This policy is intended as a guideline and tool for internal administrative and Board use, and does not confer any rights or expectations in favor of any families seeking release from binding contractual obligations.

The policy outlined below is applicable in situations where a family has signed the Enrollment Contract, but has subsequently determined that its child or children will not attend SJEDS for the school year for which the Enrollment Contract was signed, and the family has requested full or partial release of tuition obligations.

The Head of School has the discretion, but no obligation, to fully or partially release a family from its tuition obligations for the upcoming school year, no later than May 31st (preceding the start of the school year in question) for families (i) who have to relocate out of the East Baton Rouge Parish metropolitan area (*i.e.*, more than 50 miles from St. James Episcopal Day School (“SJEDS”)) for job or business obligations, or (ii) with a demonstrated adverse change in financial status that necessitates the withdrawal of the student from SJEDS.

The Head of School has the discretion, but no obligation, to fully or partially release a family from its tuition obligations at any time if it is determined by the Head of School that SJEDS is unable to meet the academic needs of the student.

The Executive Committee of the SJEDS Board of Trustees has the discretion, but no obligation, to fully or partially release a family from its tuition obligations under the following conditions:

- For families who relocate out of the East Baton Rouge Parish metropolitan area (*i.e.*, more than 50 miles from SJEDS) due to job or business obligations, that have notified SJEDS in writing before August 1st, the cancellation fee equal to 20% of the full year’s tuition and fees will be charged if the notification is received after May 31st (of the year preceding the start of the school year). No full or partial release of tuition obligations will be granted for notification received on or after August 1st, without full Board approval.
- For a demonstrated adverse change in financial condition that necessitates the withdrawal of the student from SJEDS. In this circumstance, the Executive Committee of the SJEDS Board of Trustees has the discretion to require

payment of 20% of the full year's tuition and fees, to be decided based on the facts and circumstances and on a case-by-case basis.

- For a family who chooses not to attend SJEDS, if at the beginning of the school year the grade from which the student is attempting to withdraw will be full and SJEDS enrollment targets are met, as defined in the last budget approved by the SJEDS Board of Trustees prior to May 31, after giving effect to such student's withdrawal, and when SJEDS will not experience any negative financial impact from such student's withdrawal. Such a refund or cancellation may not be given until after the beginning of the school year, to assure there are no vacancies in the applicable grade and to ensure that SJEDS enrollment targets are met, and that SJEDS will not experience any negative financial impacts from such student's withdrawal. A cancellation fee equal to 20% of the full year's tuition and fees will be charged, unless the Executive Committee of the SJEDS Board of Trustees determines that the cancellation is due to a demonstrated adverse change in financial condition of the student's family and further determines that the 20% cancellation fee should not be charged, in the discretion of the Executive Committee of the SJEDS Board of Trustees.

All other full or partial release of tuition obligations shall only be approved by the full SJEDS Board of Trustees.

All full or partial release of tuition obligations shall be reported to the SJEDS Board of Trustees at the meeting immediately following said full or partial release of tuition obligations.