

St. James Episcopal Day School Tuition Refund Policy

Head of School has the discretion to refund tuition or cancel tuition payments no later than May 31st 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”)) due to job or business obligations or (ii) with a demonstrated adverse change in financial status that necessitates the withdrawal of the student from SJEDS.

Head of School has the discretion to refund tuition or cancel tuition payments 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 to refund tuition or cancel tuition payments 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 and have notified SJEDS in writing prior to August 1. A cancellation fee equal to 20% of full’s year’s tuition and fees will be charged if the notification is received after May 31. No cancellations will be granted for notification received after August 1 without full Board approval.
- For a demonstrated adverse change in financial condition that necessitates the withdrawal of the student from SJEDS.
- 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. 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 SJEDS enrollment targets are met. A cancellation fee equal to 20% of full’s year’s tuition and fees will be charged unless the Executive Committee determines the cancellation is due to a demonstrated adverse change in financial condition of the student’s family.

All other refunds or cancellations shall only be approved by the Board of Trustees.

All tuition refunds or canceled tuition payments shall be reported to the Board of Trustees at the meeting immediately following approval of said refund or cancellation.