



## 2025–2026 Withdrawal Policy

If a student withdraws from SJS, ***written notice must be provided*** to the school to the attention of Ann Halupka, Director of Enrolment Management, at [ahalupka@sjs.ca](mailto:ahalupka@sjs.ca). Refunds for withdrawals are processed following the Refund Eligibility Schedule below, based on the date the school receives this written notice. A member of the admissions team will follow up directly to initiate the formal withdrawal process.

### Refund Eligibility Schedule:

- **Withdrawal notice received by June 30, 2025:**  
Tuition Deposit, Student Activity Fee, Education Resource Fee and New Student Registration Fee (if applicable) are non-refundable. Any other payments towards the Enrolment Fee and Tuition Fees will be refunded.
- **Withdrawal notice received between July 1 and July 31, 2025:**  
Tuition Deposit, Activity Fee, Education Resource Fee and New Student Registration Fee (if applicable) are non-refundable. Payments towards the Enrolment Fee (if applicable) and 67% of Tuition Fees (for Term 2 and Term 3) will be refunded.
- **Withdrawal notice received after July 31, 2025:**  
All School Fees, including the full tuition, for 2025–2026 are owed and payable in full. The Tuition Deposit, Student Activity Fee, Education Resource Fee and New Student Registration Fee (if applicable) and all other fees apart from the Enrolment Fee are non-refundable and must be paid, including those amounts outstanding on the School Fees Instalment Schedule. The Enrolment Fee (if applicable) will be refunded provided that the student has not attended SJS for any part of the school year. There is no refund of any other amounts at any time after July 31, 2025.

Refunds will be issued to the parent or guardian in the original payment form, including bank drafts, money orders, cheques, wire transfers, EFT and cash. Credit card refunds will be made to the original card. Any other refund method requires approval from the Head of School. Requests for cash refunds after payments by different methods will be reported to the Director of Finance and Human Resources. If you have any questions about your student account, please contact a member of the Finance team at [finance@sjs.ca](mailto:finance@sjs.ca).