



## 2026–2027 Withdrawal Policy

Updated: January 20, 2026

If a student withdraws from SJS, written notice must be received by the school, addressed to Ann Halupka, Director of Enrolment Management, at [ahalupka@sjs.ca](mailto:ahalupka@sjs.ca).

Refunds for withdrawals are processed in accordance with the Refund Eligibility Schedule outlined below. Upon receipt, a member of the Enrolment team will follow up to initiate the formal withdrawal process.

### Refund Eligibility Schedule:

- **Withdrawal notice received by May 29, 2026:**  
Tuition Deposit, Student Activity Fee, Education Resource Fee and New Student Registration Fee (if applicable) are non-refundable. Payments toward the Enrolment Fee (if applicable) and Tuition Fees will be refunded.
- **Withdrawal notice received from May 30 to June 30, 2026:**  
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 paid Tuition Fees (for Term 2 and Term 3) will be refunded.
- **Withdrawal notice received after June 30, 2026:**  
All School Fees, including full tuition, for the 2026–2027 academic year are due and payable in full. Except for the Enrolment Fee (if applicable), **all fees are non-refundable**, including but not limited to: the Tuition Deposit, Student Activity Fee, Education Resource Fee and New Student Registration Fee (if applicable), and all other fees 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 only if the student has not attended SJS for any part of the school year. **No other amounts are refundable after June 30, 2026.**

Refunds will be issued to the parent or guardian in the original payment form, including bank drafts, money orders, cheques, wire transfers and EFT. Credit card refunds will be made to the original card. Any other refund method requires approval from the Head of School. Cash refunds are not permitted. 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).