WGCS CONTINUOUS ENROLLMENT WITHDRAWAL POLICY

Partnership is a core value of Walnut Grove Christian School. As a part of this partnership the timely enrollment of students is necessary for effective school planning. Continuous enrollment is in place for the ease and convenience of our WGCS families who plan to establish a long-term relationship and meet the school's needs for effective planning for the upcoming school year. By agreeing to continuous enrollment, your student(s) will be automatically enrolled for the following school year.

I hereby Opt-In to Continuous Enrollment for my student. This means I have read and I agree to abide by the Continuous Enrollment policies stated below and that my student will remain at WGCS through graduation unless I notify the school by completing the Student Withdrawal Form (located in our FACTS family portal under webforms). I understand that I have **until January 31 of each year** to notify Walnut Grove Christian School's Admissions Director of any change in my plan for Continuous Enrollment. Continuous Enrollment fees for the following school year will automatically be billed annually and drafted on **February 5th** each year unless I have notified WGCS otherwise and other arrangements have been approved. If I withdraw my student after January 31, I understand that the Continuous Enrollment Fee is non-refundable. Any previous year balances will remain.

WITHDRAWAL POLICY

Walnut Grove Christian School relies on enrollment and tuition income to meet operating expenses. Since salary obligations are contractual in nature and are based on income projected by enrollment contracts, it is essential that the income from tuition be assured. If enrollment is cancelled or in the event of separation for any reason between the student and the school, the tuition obligations are as follows:

- Withdrawals in February: no tuition obligation
- Withdrawals during March - June: 10% of annual tuition
- Withdrawals during July - August: 25% of annual tuition
- Withdrawals during September - November: 50% of annual tuition
- Withdrawals during December and after: 100% of annual tuition

*Please note, once your non-refundable Enrollment Fee/Continuous Enrollment Fee is received, you are responsible for tuition as stated above for both the current school year and the following school year.