



## Withdrawal Policy

1. Heritage Classical Academy must be provided with written notification 7 days in advance of the withdrawal. The notification should be delivered to the Heritage Classical Academy Head of School and include reasons for the withdrawal.
2. If a student withdraws between 2/1/2021 and 6/1/2021, 10% of the annual tuition will be charged.
3. If a student withdraws after 6/1/2021 but prior to the first day of school, 25% of the annual tuition will be charged.
4. If a student withdraws or is dismissed after the start of the school year, but prior to the start of the 3<sup>rd</sup> quarter, 50% of the annual tuition will be charged.
5. If a student withdraws after the start of the 3<sup>rd</sup> quarter, 100% of the annual tuition will be charged.
6. A written appeal from a family to the HCA Board will be considered if extraordinary circumstances arise (*e.g. military transfer, loss of employment*).
7. A formal exit interview with the Head of School, with at least one parent present, will be conducted within two weeks of withdraw.