WESTCHESTER
COUNTRY DAY SCHOOL

WCDS Early Withdrawal Policy

The Early Withdrawal Policy protects parents' investment in a Westchester education by refunding a pro-rated amount of the tuition attributable to the unused school days lost because of some types of unforeseen life events that cause a student to withdraw before he or she can complete his or her school year (see chart). Because of yearly financial commitments for salaries and services, most schools rely on the enrollment contract to ensure receipt of the full annual tuition. The policy also has the added benefit of helping to protect the school's budgeted income.

When a student withdraws early for one of the following reasons subject to a list of exclusions, the listed percentage of tuition will be refunded (non-refundable deposit and fees not included).

Reason for Withdrawal* *Exclusions Apply	**Included**	**% Refund of Tuition Attributable to Unused School Days**
Medical Withdrawal of Student	Yes	100%
International Student Visa Denial	Yes	100%
Death of Student's Parent/Guardian	Yes	90%
Involuntary Unemployment of Student's Parent/Guardian	Yes	90%
Job Transfer of Student's Parent/Guardian	Yes	80%
Job Change of Student's Parent/Guardian	Yes	50%
Academic Discharge of Student	Yes	80%
Disciplinary Discharge of Student	No	0%
Voluntary Withdrawal	No	0%
Disease Contamination	No	0%
Any Other Reason	No	0%

Contract Terms and Conditions:

- If on or after June 1, 2026 either (a) WCDS is notified in writing that the student is withdrawing or will not attend WCDS (regardless of the reason), or (b) WCDS dismisses the student for any reason, then in the event of either (a) or (b), I/we agree to pay the student's full tuition and all fees. If an applicable "Reason for Withdrawal" exists and no "Exclusions" apply, the Early Withdrawal Policy will take effect.
- In the event of default of this agreement, I/we understand that all costs relating to collection and/or reasonable attorney's fees are my/our responsibility.

Cost:
The cost of the Early Withdrawal Policy is covered in the student activity fee.

Policy Activation:
Early Withdrawal Policy begins for the 2026-2027 school year once the enrollment/re-enrollment contract is signed by the tuition payer and if withdrawal occurs on or after June 1, 2026.

Tuition Refund:
The amount of the tuition refund will be based on a formula consisting of BOTH the remaining school days of the school year AND the Reason for Withdrawal. If a student withdraws during the school year, the tuition refund will be calculated as a ratio of the number of remaining school days the student will not attend as the numerator and the total number of days of the school year as the denominator times the percentage allowed for the Reason for Withdrawal. The date of withdrawal shall be the last day the student attended any class at school.

For example, if a student is discharged for academic reasons after completing 120 days of the 175 school days (55 days remaining in the school year), then the formula would be:

TUITION REFUND FORMULA (EXAMPLE)

$$\frac{55}{175} \times 80\% \times \text{Annual Tuition} = \text{Tuition Refund}$$

Neither the non-refundable enrollment deposit nor student fees will be refunded or be considered part of the annual tuition calculation.

If a student withdraws before the start of the school year, contract terms apply.

To Report a Claim:
Please contact the Business Office at 336.822.4022 or the Admissions Office at 336.822.4005.

Policy Details

Below are the requirements necessary to qualify for a tuition refund. *Any Exclusion will disqualify a tuition refund even if all the requirements are met for the Reason for Withdrawal.* The date of withdrawal shall be the last day the student attended any class at school. For avoidance of doubt, in the event there is a conflict between a Reason for Withdrawal and an Exclusion, the Exclusion controls and no tuition refund will occur.

Medical Withdrawal of Student:
The policy will use 100% in the Tuition Refund Formula if a student is unable to attend all scheduled classes for an extended period of time and is forced to withdraw by the direction of a licensed physician. This also includes death of a student.

What is required:

1. Written notice of withdrawal from parent/guardian.

2. Complete non-returning student checklist (form provided by the school).
3. A medical/absence form to be completed by the student's doctor (form provided by the school). WCDS reserves the right to request additional information.
4. Documentation of student death.

International Student Visa Denial
The policy will use 100% in the Tuition Refund Formula if a student is unable to attend all scheduled classes for an extended period of time and is forced to withdraw due to a student Visa denial. This also includes death of a student.

What is required:
1. Written notice of withdrawal from parent/guardian.
2. Complete non-returning student checklist (form provided by the school).
3. Documentation of the denial.

Death of Student's Parent/Guardian:
The policy will use 90% in the Tuition Refund Formula if a student completely withdraws from WCDS due to the death of the student's parent/guardian.

What is required:
1. Written notice of withdrawal from guardian.
2. Complete non-returning student checklist (form provided by the school).
3. Documentation of the death of the student's parent/guardian.

Involuntary Unemployment of Student's Parent/Guardian:
The policy will use 90% in the Tuition Refund Formula if a student withdraws from WCDS due to involuntary unemployment of the student's parent/guardian.

What is required:
1. Written notice of withdrawal from parent/guardian.
2. Complete non-returning student checklist (form provided by the school).
3. Documentation of unemployment.

Job Transfer of Student's Parent/Guardian:
The policy will use 80% in the Tuition Refund Formula if a student is forced to withdraw from WCDS due to the job transfer of the student's parent/guardian to a location greater than 100 miles from his or her current job. *Definition of a job transfer shall mean a promotion or lateral move within the same company.*

What is required:

1. Written notice of withdrawal from parent/guardian.
2. Complete non-returning student checklist (form provided by the school).
3. Documentation from the employer of the transfer (with compensation information redacted) and location.

Job Change of Student's Parent/Guardian:
The policy will use 50% in the Tuition Refund Formula if a student is forced to withdraw from WCDS due to the job change of the student's parent/guardian to a location greater than 100

miles from his or her current job. *Definition of a job change shall mean a promotion or lateral move within the same company.*

What is required:

1. Written notice of withdrawal from parent/guardian.
2. Complete non-returning student checklist (form provided by the school).
3. Documentation from the new employer of the offer (with compensation information redacted) and location.

Academic Discharge of Student:
The policy will use 80% in the Tuition Refund Formula if a student is dismissed by WCDS for failing to meet acceptable academic standards as established by WCDS.

What is required:

1. Complete non-returning student checklist (form provided by the school).

Disciplinary Discharge of Student:
The policy will use 0% in the Tuition Refund Formula if a student is dismissed by WCDS for disciplinary reason(s).

What is required:

1. Complete non-returning student checklist (form provided by the school).

Any Other Reason:
The policy will use 0% in the Tuition Refund Formula if a student is either voluntarily or involuntarily dismissed, withdrawn, or not attending school. No tuition refund will be granted in these circumstances.

Exclusions
Losses resulting from the following are not covered as part of the policy:

- Failure to attend classes for any reason other than a covered Reason for Withdrawal.
- Early graduation or early completion of classes, sessions, or activities.
- Medical expenses of any kind.
- The voluntary joining or induction of the student or student's parent/guardian into the Armed Forces.
- Pregnancy of or childbirth by the student or student's parent/guardian.
- The student having an alcohol addiction or being under the influence of any drug unless taken under the advice of and administered by a licensed medical physician for medical treatment.
- The student's commission of or attempt to commit a crime.
- Any loss of tuition or school fees that occurred prior to the inception of the student's participation in this coverage.
- Loss of tuition or school fees due to the student's or student's parent/guardian participation in any act to disrupt the smooth functioning of the school, for example including but not limited to a riot by the student or student's parent/guardian.
- Any criminal, fraudulent, or dishonest act, error, or omission or any intentional or knowing violation of law by the student.

- Seizure or destruction of property by order of governmental authority that leads to the closure of WCDS. Such loss or damage is excluded, regardless of any other cause or event that contributes concurrently or in any sequence to the loss. This exclusion applies whether or not the loss event results in widespread damage or affects a substantial area.
- Nuclear reaction or radiation, or radioactive contamination, however caused.
- War, riot, and military action including undeclared or civil war/commotion; warlike action by a military force, including action in hindering or defending against an actual or expected attack, by any government, sovereign, or other authority using military personnel or other agents; or insurrection, rebellion, revolution, usurped power, or action taken by governmental authority in hindering or defending against any of these.
- Act of God.
- Epidemic, pandemic, plague, pestilence, or other similar extreme condition.
- Quarantine, isolation, containment, shelter-in-place, or similar order that causes WCDS to shut down or cease on-site education.
- Fire.
- Blackout.
- Enactment of an order or directive of by any local, county, state, or federal governmental authority limiting or halting WCDS's operation.
- The closure of WCDS for any reason not covered by this policy.
- Knowledge of covered event prior to agreeing to this policy.
- The Executive Committee of the Board of Trustees shall have the right to make the final determination as to which Reason for Withdrawal applies and as to whether any of the exclusion(s) apply. The decision(s) of the Executive Committee of the Board of Trustees shall be final.