



Withdrawal Policy

Saint Joseph's Catholic Academy contracts with faculty and staff and incurs financial obligations for the entire school year. In order for SJCA to provide for these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the contract in full.

In order to receive a full refund of tuition paid, the parent/guardian must advise the Head of School by July 31st, if the student will be withdrawing. Registration Fee, Activity/Technology/Textbook Fee, and Graduation Fee are non-refundable under any circumstances.

If student is withdrawn by the first day of school, 10% of the tuition is non-refundable.

If student is withdrawn between the first day of school and the end of the first semester, 50% of the tuition is non-refundable.

If student is withdrawn after the end of the first semester, 100% of the tuition is non-refundable.

Extenuating circumstances regarding the withdrawal of a student will be handled on a case to case basis.

The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment to the school of tuition due.

Payment Information

All tuition payments must be made through FACTS Tuition Management.

Any account that is not current may result in the following:

- Meeting with school administration.
- Student/s will not be permitted to begin school in August or the second semester in January.
- Report card will be held until payment or payment plan is made.
- If a senior, graduation privileges will be withheld.
- Student must be in good financial standing to participate in extracurricular activities.