



**School Fee Refund Policy
Vancouver Island of Innovation and Inquiry
May 2021**

RATIONALE

Vancouver Island of Innovation and Inquiry (“VISII” or “the school”) has fixed expenses during the year and needs to be able to count on a fixed income. It also wishes to minimize the loss to a family resulting from an early departure from the school.

POLICY

- Withdrawals from the school received on or before August 15 will receive a refund of 100% of tuition paid.
- Registration fees are not refundable.
- After August 15, tuition payments are not refundable. Moreover, if parents choose to withdraw their children from the school for any reason, any unpaid tuition is due and payable as follows:
 - Withdrawal on or before November 30 will result in a 50% tuition reimbursement.
 - Withdrawal after November 30 will result in a 25% tuition reimbursement or a reimbursement prorated based on the number of months remaining in the school year if less than 25% of the school year remains. Reimbursement will be calculated on the next whole month after the withdrawal decision is made (e.g. if a child is withdrawn on April 21, reimbursement will be made for 2 months [May and June] of a 10-month school year, or 20% of tuition, regardless of payment method.
- If the Board of the Epiphyte Educational Society (“EES” or “the Society”) chooses to withdraw a child for any reason, reimbursement will be made on a prorated basis, calculated on the next whole month after the withdrawal decision is made (e.g. if a child is withdrawn on April 21, reimbursement will be made for 2 months (May and June) of a 10 month school year, or 20% of tuition, regardless of payment method)
- If VISII closes, prorated refunds will be given for the remaining portion of the school year.
- The Inspector of Independent Schools expects schools with interim Group 1, 2, or 3 certification to have access to enough cash-on-hand to provide fee refunds in the event that the school fails to open or fails to receive certification after an initial external evaluation inspection or otherwise closes during its first year of operation.

Epiphyte Educational Society

Adopted: 2021-12-08

Revised: 2021-12-05