

The cost of running an independent school is reviewed on an annual basis. Therefore, Harker generally does not grant requests for refund of tuition and charges already paid, or yet to be paid but already owed. We recognize, however, that there are some circumstances for which Harker should attempt to assist parents.

Thus, as a courtesy to families, the school is now providing a tuition protection program for all enrolled students, under the guidelines below.

When all billed tuition has been fully paid, the school may decide to refund a portion of unused tuition for students less non-refundable deposit and any outstanding balance, when, in the sole judgment of the school, one of the three circumstances described below has arisen and is documented to the satisfaction of the school.

Requests for coverage may be initiated by contacting Yevgeniya Kushnerova in the Harker Business Office and also placing it in writing within 30 days from the date of separation (both are required). Refunds may be requested for:

1. **MEDICAL WITHDRAWAL** - 100% refund of the unused annual tuition. This is for a student who withdraws based on medical needs when s/he is and will be unable to attend school for the remainder of the year. The written opinion of the licensed treating physician should be provided.
2. **VOLUNTARY WITHDRAWAL** - 60% refund of the unused annual tuition, provided the student has attended more than 21 consecutive days after the student's first class day of attendance in the academic year. This is for a student whose custodial parent(s) is involuntarily relocated for employment out of the service area of the school or for a student whose custodial parent(s) enters financial emergency by reason of involuntary loss of employment due to a financial emergency not related to an act of God, or to a general economic or health situation affecting the local population.

3. **INVOLUNTARY DISMISSAL, BY DECISION OF THE SCHOOL** - 75% of the unused annual tuition, provided the student has attended more than 21 consecutive days after the student's first class day of attendance in the academic year. This is for a student whose dismissal is involuntary by decision of the school in circumstances that the school decides that it would be proper to grant a refund.

**Force Majeure:** In the event the school operations are disrupted due to a force majeure, the school may, in its sole discretion, suspend or alter performance of operations. "Force majeure" means fire, explosion, weather-related event, governmental action, act of terrorism, epidemic, pandemic, or other event beyond the school's control. Normal performance of operations may recommence at such time as the school, in its sole discretion, determines is appropriate. In the event that the school cannot reopen due to an event under this clause, the school is under no obligation to refund any portion of the tuition paid.

Unused annual tuition is based on proration of the academic year, which consists of calendar days (including weekends, holidays and vacations if applicable) commencing with the first day of formal academic instruction, excluding pre-season athletic practice, orientation, registration and graduation days and ending with the last day of the academic year. Temporary or partial restriction from attendance will not be considered.

A request for a refund will not be considered for withdrawal or dismissal prior to or within the first 21 consecutive days after the first day of attendance in the academic year; withdrawal or dismissal caused by wrongdoing by the student or the parent; or for cessation of attendance under circumstances that the school believes are not contemplated by these guidelines.

All disagreements fall under the enrollment agreement dispute resolution procedures.

**For more information or to ask questions, please contact Harker's accounts receivable office at [AR@harker.org](mailto:AR@harker.org) or 408.553.5761**

