



REFUND POLICY

(last updated August 16, 2018)

KVA is a non-profit institution and we budget ALL tuition and fees collected. We make every effort to keep tuition and fees affordable, but our priority is to provide the best program possible within our educational model.

All refund requests are addresses on a case-by-case basis.

All refund requests are reviewed by a majority of the Board of Directors. If you are requesting a refund please submit your request in writing directly to Dr. MacDonald.

Consideration will be given to the amount of the school year that has passed at the time of receipt of the request as well as the student's program plan (academic and otherwise), among other factors.

Please do not allow a problem to escalate into a major problem. We strive to ensure that KVA is an appropriate educational institution for every student, and we expect that parents/guardians/agents accept the same responsibility. Choosing an educational institution is a complex process. KVA recognizes this and will do everything it can to ensure the match between KVA and any student will have maximum benefit for both.

Admission Fees, Registration Fees and Matriculation Fees are non-refundable as they are consumed prior to students attending KVA.

International students with agents will not be refunded agent commission amounts by KVA as these fees are paid to agents upon receipt of full tuition and fees.

Students withdrawing from KVA during the school year may be eligible for a refund proportional to the remaining Terms of the school year. This is not a guarantee, and remaining time in the school year will be considered by the Board along with all other circumstances included in the Refund Request.

As KVA has a flexible schedule and self-paced model, each student has a unique pace in their academic progress, from very fast to very slow. The creation of the student's program plan, at the beginning of their attending KVA, is created taking this into consideration. Therefore academic success (or lack of success) is only one factor of many considered when evaluating refund requests.

We, the undersigned, have read and understand the King's View Academy Refund Policy as outlined above.

Name of student's parent/guardian

Signature

Date

Name of witness

Signature

Date