

**REFUND POLICY**  
**for**  
**PROVIDENCE PREPARATORY SCHOOL**

**Introduction**

Providence Preparatory School, LLC (“PPS”) operates the [www.ProvidencePrepSchool.com](http://www.ProvidencePrepSchool.com) website (hereinafter referred to as the “Service”). This page or document informs you of PPS’ policy (the “Policy”) regarding the non-refundability of payments made for charges owed to PPS. Unless otherwise defined or defined differently in this Policy, the terms used in this Policy have the same meanings as found on PPS’ Service and the documents accessible from that Service.

**Payments and Charges that are Non-Refundable:**

You understand that “Tuition” (which includes any and all tuition and related charges for field trips for PPS’ Preschool, Afterschool and Summer Camp) and other charges (including, but not limited to, the Registration Fee, the Payment Source Transfer Fee, the Insufficient Funds Charge, the Tuition Deposit, the Late Payment Charge, the Late Pick-Up Charge, the Late Sign-Out or Sign-In Fee, the Handling Fee, the Fob Fee, and the Convenience Fee, all of which are described in PPS’ Enrollment Agreement and PPS’ Parent Handbook) are non-refundable unless otherwise provided in this Policy or in other documentation you may be expected to sign as part of the final enrollment of your child in the respective program at PPS including PPS’ Enrollment Agreement and Parent Handbook. Certain aspects of non-refundability of Tuition may vary depending on whether you are enrolling your child in PPS’ Preschool, Afterschool or Summer Camp.

You understand that Tuition paid in advance is non-refundable even if [a] your child becomes ill and/or cannot attend PPS, [b] you, for any reason, elect to withdraw your child from PPS, or [c] your child is dismissed by PPS from PPS for certain reasons set forth in the Parent Handbook including, but not limited to, excessive biting or unsatisfactory behavior or health conditions, before the end of the period for which the Tuition paid in advance covers; provide however that PPS may, but is not obligated to, refund certain amounts of Tuition paid for more than thirty (30) days in advance if PPS cannot replace the Tuition paid in advance with equivalent Tuition revenue.

You understand that PPS will not refund or abate your Tuition [a] when PPS elects to close in observance of any federal, state, local, company or religious holiday or “Closings” mentioned below, [b] for the portion of the week that includes, precedes or follows New Year’s Day, Martin Luther King holiday, the Thursday before Good Friday (Maundy Thursday), Good Friday (the Friday before Easter), Memorial Day, the 4<sup>th</sup> of July, the 5<sup>th</sup> of July, Labor Day, fall break, Veterans Day, Thanksgiving Day, and Christmas Day, [c] for the weeks that include other national holidays, [d] the portions of a calendar year that local public and/or private schools are closed including Closings for snow, ice or other inclement weather, and [e] due to a communicable disease or an outbreak or epidemic in PPS or the community, destruction of facilities due to fire, weather or other natural or human factors, other threats to the safety of students, national emergencies, loss of power or loss of hot water, or other issues that justify PPS, in PPS’ sole discretion, a temporary closure and deem such is in the best interests of PPS and/or PPS’ enrolled children.

You understand that a thirty (30)-day written notice is required if you intent to end enrollment of your child at PPS. You understand that if you choose to withdraw your child from PPS still owe Tuition for the 30-day notice period unless PPS is able to enroll a child in the same class for the remainder of the 30-day notice period, and, in such event, there will be a pro rata refund of any prepaid Tuition for the 30-day notice period, but PPS shall have no obligation to refund any Tuition prepaid for more than the 30-day notice period.

**Changes to or Conflicts with this Policy:** PPS may change or update this Policy from time to time. PPS will notify you of any changes by posting the new Policy on this page. PPS will let you know of such change via email and/or a prominent notice on PPS’ Service (such as the preschool2me application), and will update the “Effective Date” at the end of this Policy. You are advised to review this Policy periodically for any changes. Changes to this Policy are effective when they are posted on this page. Until enrollment is offered to your child, if any provisions of this Policy conflict with the Parent Handbook (a copy of which offered or is viewable once enrollment is offered to your child), then the provisions of this Policy preempt, supersede and prevail over those provisions of the Parent Handbook; however, once enrollment is offered to your child, if any provisions of this Policy conflict with the Parent Handbook (a copy of which offered or is viewable once enrollment is offered to your child), then the provisions of the Parent Handbook preempt, supersede and prevail over those provisions of this Policy.

**If necessary to contact PPS:** If you have any questions about this Policy, please contact Andrew Weathersbee either by email at [SandyW@ProvidencePrepSchool.com](mailto:SandyW@ProvidencePrepSchool.com), or by phone at 704-335-3800.

EFFECTIVE DATE: January 3, 2019

