

## Refund Policy

### Sikh Academy

#### Purpose:

To establish clear guidelines for handling refunds, ensuring fairness while maintaining the financial integrity of the school.

#### Scope:

Parents and prospective parents of Sikh Academy students.

#### Policy:

- **Donations:** Donations made to Sikh Academy are eligible for a **tax-deductible receipt** as per applicable laws and are **non-refundable**.
- **Fees:** Tuition and other school-related fees are **non-refundable** under standard circumstances.

Refunds for tuition or other fees may be granted only in exceptional circumstances with prior approval from the Refund Committee.

#### Procedure:

##### *1. Exceptional Circumstances for Refunds:*

Refunds for tuition fees may only be considered in cases of **extreme hardship**, such as:

- Medical emergencies affecting the student or immediate family.
- Unforeseen family relocation or significant life changes that make continued attendance impossible.

##### *2. Request for Refund Process:*

- Families seeking a refund must:

- Submit a "**Request for Refund**" form available at the school office or online.
  - Provide detailed justification for the request and attach supporting documentation (e.g., medical certificates, relocation proof).
- The Refund Committee will review the request within 14 business days and make a decision.

### ***3. Decision and Communication:***

- Families will be informed of the decision in writing.
- If approved, refunds will be:
  - **Prorated** based on attendance duration.
  - Subject to an **administrative fee**, which will be deducted from the refundable amount.

### ***4. Non-Refundable Items:***

- Donations and administrative fees are **non-refundable** under all circumstances.
- Partial or full tuition refunds will only apply to fees paid for future services.

### **Disclaimer:**

By enrolling a child at Sikh Academy, parents acknowledge and agree to the refund policy terms, including the non-refundable nature of donations and limited conditions for fee refunds.

This policy ensures clarity, fairness, and the financial stability necessary to support Sikh Academy's mission of delivering quality education.