



Reitz Memorial High School

1500 Lincoln Avenue • Evansville, IN 47714 • 812-476-4973 • www.reitzmemorial.org

Refund Policy

Students who withdraw from school may be given a tuition refund based on the total annual tuition due. The refund amount calculated will be compared to the actual amount paid. If the actual amount paid is higher than the amount calculated, a refund will be issued to the payer(s). If the actual amount paid is less than the amount calculated, the school reserves the right to collect payment from the payer up to the amount calculated.

The refund schedule is as follows:

1. 100% refund for all student withdrawals prior to July 30 for the new school year;
2. 75% refund for all student withdrawals prior to October 12 for the new school year;
3. Refunds for withdrawals after October 12 will be prorated on a per day basis.

All student fees are non-refundable. For purposes of granting refunds, the last date the student attends classes is considered the student withdrawal date. If the student never attends classes, the date that the Business Office is notified of the withdrawal in writing is considered the withdrawal date. Any other uncollected fees or payments, or financial obligations besides tuition, still due to the school, will be subtracted from the refund amount that is due to the payer(s).