



Revised: June,2023

Membership Fee/Tuition Payment and Refund Policy

1. Membership and tuition fees for the year must be paid in the period decided by board of directors.
2. Payments must be made by eTransfer.
3. Membership fees are non-refundable once the school year has begun (September 1st). Membership fees are valid for the entire school year (from September 1st to August 31st) and students withdrawing and re-entering a school program, within the same school year, will not be required to pay again.
4. New members are welcome during the school year. Students who wish to enroll mid-course will be able to try one lesson at no charge but membership fees and tuition will be charged after taking the second lesson. Monthly tuition, including the month of the second lesson, will be required to be paid from the effective date of the enrollment.
5. If a member submits an application for enrolling in the next school year and later cancels the enrollment before/by July 31st, cancellation will be accepted with no cancellation fee (no admin fee payment required).
6. If a member cancels enrollment for the next school year during the period between August 1 and August 31st, the member must pay an administrative fee (\$45 per student).
7. After the start of the new school year (September 1st):
Members who wish to withdraw in the middle of the school year are required to inform the Board about the withdrawal by e-mail (treasurer1@vjhlss.com) by the end of the month that precedes the month when they plan to withdraw. Then, they will submit the notice of withdrawal according to instructions given by the Board. They will be eligible to receive a tuition refund of the remaining months in the school year minus the admin fee (\$45/student) and the final month's tuition. (See the example below).
8. If a class is canceled due to insufficient enrollment, you will receive a complete tuition fee refund.

*The Board reserves the right to change this policy as needed.

7. Example of 7:

When a notice for a student's withdrawal is submitted on January 31, 20xx, the student's last class and the effective date of the withdrawal will be on February 22, 20xx.

Refund for one student:

4 (remaining months) x \$43.50 (monthly tuition) - \$45 (Admin Fee) = \$129.00

Refund for two students:

4 (remaining months) x \$87.00 (monthly tuition) - \$90 (Admin Fee) = \$258.00