



WITHDRAWAL POLICY

Responsibility

Senior Educational Administrator

Policy

If a Student wishes to withdraw from a program at Story Institute the student must provide written notice to the school that they are withdrawing from the program.

Written notice of withdrawal may be delivered by the student in any manner.

Procedure

1. The Senior Educational Administrator or one of the Admissions Staff will meet with the student, when possible, to discuss the reason for the student's withdrawal and document the conversation in the school's Incident Form. A copy shall be given to the student, a second copy shall be placed in the school's Incident Form File, and the original shall be placed in the Student File.
2. Story Institute will then provide an Early Exit Letter dated confirming receipt of withdrawal and outlining the school's Tuition Refund Policy. If a refund is due to the student the Senior Educational Administrator will notify the Accounting Department to cut a refund check and send it out via mail within 30 days of withdrawal.