



## WITHDRAWAL POLICY

Story Institute

PTIB# 4423

DLI#O266418531812

Effective Date: Jan 6, 2018

Revision Date: Jan 6, 2018

### 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 he or she is 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 Directors 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 copy will be placed in the school's Incident Form File, and the original will be placed in the Student File.
2. The 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 Accounting Department to cut a refund check and send out via mail within 30 days of withdrawal.