

Refund:

Payments made for services already rendered/ordered/paid for are non-refundable. Services rendered includes but is not limited to: Elementary, Preparatory, and/or High School tuition, weekly preschool/daycare, Safe Key /Prep Club-before/after school care, sports participation fees, clubs, lunches, etc. Payments made for the registration of your child for the upcoming school year such as registration/enrollment fees, testing fees, book fees, activity fees, enrichment fees, technology fees are all non-refundable, non-transferrable as explained in the Parent Handbook and financial agreement parents/guardians agree to and sign during the enrollment process.

Refunds can be issued under these circumstances:

1. If an overpayment made was the result of a bookkeeping error, computer error, or cancelled club or sport in which the family had already made their payment AND the card holder/ payer chooses to not to have the credit remain on the account for future services. It is the responsibility of the cardholder/payer to initiate the refund process by submitting a written request to the school bookkeeping department.
2. If a family, after going through proper withdrawal procedures, and after all outstanding balances owed to the school have been assessed, has credit remaining on the account, the family can request a refund to be made to the payer on the account. Refunds can be made via credit card or check at the school's discretion. Refunds of any overpayments will only be issued after all payments on the account have cleared the bank. To initiate a refund of credit the payer on the account must contact the School Bookkeeping Department for processing. Please allow two to four weeks for processing.
3. If a family registers their child(ren) for our Elementary, Preparatory, or High School and Green Valley Christian School does not to accept the child(ren) into the program, we will refund to the payer all fees that were paid for that child's registration for the school year in which the child was declined to attend. Refunds are subject to a holding period, and will be made via check or credit card depending how the payment was originally made subject to the discretion of the school.

All refunds are subject to the following:

*A refund request must be made in writing to the bookkeeping department in order for a refund to be processed.

* A credit on the account will first be applied to any outstanding balance owed to the school or preschool.

*A refund can be issued to the original payer only after all payments made to the school/preschool have cleared the bank. Because of the bank delay, refunds requested from an account with a recent payment made, will require more processing time.

*Please allow up to two weeks for processing of a credit card refund and two to four weeks for processing of a check refund request.

*All refunds are processed in accordance to the policies outlined in the Green Valley School/Preschool financial agreements and/or Parent Handbooks and are subject to change.