



**EASTSIDE GERMAN LANGUAGE SCHOOL**  
**Early Withdrawal**  
**2019-2020**

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If a student enrolled in the Eastside German Language School (EGLS) needs or chooses to withdraw, the tuition refund policy is as follows:

- The registration fee is nonrefundable.
- If the withdrawal is requested before the half year mark (up to and including January 25<sup>th</sup>, 2020), half of the tuition fee for the remaining Saturdays will be refunded.
- If the withdrawal is requested after the half year mark (January 26<sup>th</sup>, 2020 or later), there will be no tuition refund of the yearly tuition fee.
- Reimbursements will be processed within 2 weeks of receiving a written notice to EGLS regarding the withdrawal.
- Unpaid tuition installments of the remaining tuition fee are due at the time of withdrawal in full.

This policy is intended to protect the long-term operation of EGLS as a non-profit organization, but we understand that it may – in certain situation - introduce a hardship for the families we serve. Therefore, in exceptional circumstances, please contact the principal.

The EGLS Board