



## **Withdrawal and Refund Procedures - Modified**

**All requests for refunds for summer tuition previously paid must be requested in writing on a Student Withdrawal Refund Form. The Student Withdrawal Refund Form is available through the summer program site, the Summer School Office, and the Howard County Public School System's website.**

**The Student Withdrawal Refund Form must be submitted to the summer school site by July 6, 2009 for the Comprehensive Pre-K – 8<sup>th</sup> Grade Program, and all 4-week high school summer school courses and by July 10, 2009 for the Comprehensive High School Program, 6-week summer courses. Tuition paid by cash, check, or money order, will be refunded in the form of a check, and will be mailed to you after the Student Withdrawal/Refund Form has been processed. Tuition paid by credit card, will receive a credit card credit within 7-10 days after the Student Withdrawal/Refund Form has been processed. Refund requests received after July 6, 2009 from Comprehensive Pre-K - 8<sup>th</sup> Grade Program, and all high school 4-week courses, and after July 10, 2009 from the Comprehensive High School, 6-week summer courses will be assessed a 15% per day deduction of the cost of the tuition through July 17, 2009. No Student Withdrawal Refund Forms will be accepted after July 17, 2009. Beginning July 17, 2009 all requests for tuition refunds will be DENIED, all tuition paid will be forfeited.**