

Faith Baptist Christian Academy
Tuition / Fee Refund Appeal Form

STUDENT INFORMATION (All information is required):

Name: _____			
Email Address: _____			
Mailing Address: _____			
City: _____	State: _____	Zip code: _____	
Student Status:	___ I-20 High School	___ I-20 Post-Grad	___ U. S. Student ___ U. S. Post-Grad
Cell Phone: _____			
Annual Tuition Amount: _____			
Amount of Tuition Paid To Date: _____		Monthly Amount Paid To Date: _____	
Amount Requested To Be Refunded: _____			

Identify the term and year for which you are appealing.

Term/Year: Fall _____ Spring _____ Summer _____

What was your last date of attendance? _____

Have you appealed for a tuition/fee refund in the past?

- No
- Yes For which term(s) and year(s) _____

Refund Request:

Please explain your situation to the Tuition and Fee Refund Appeals Committee and the outcome you are seeking.

Signature _____ Date _____

Submit all materials to:

Faith Baptist Christian Academy
Tuition and Fee Refund Appeals Committee
PO Box 100
Ludowici, GA 31316

Allow 3 to 5 weeks for a response. A response will be sent to the mailing address on this form.

FBCA Withdrawal Policy

It is understood, upon enrollment, that a family is choosing to enroll their student for the entire year and FBCA budgets are set accordingly. If you withdraw your child before the end of the year, a 30 day advanced written notice is required. FBCA is unable to make full refunds for early withdrawals. Partial refunds may occur at the discretion of the school's administration. The remaining month's tuition following the student's last day of school, plus the next two months' tuition will be assessed as a withdrawal fee. Parents are responsible for a full month's tuition once a student has attended four (4) days of classes/training within the month(s) in question.