

Withdrawal Policies

When a student requests to withdraw from the school, a completed withdrawal form must be submitted to the admission office. The school will then initiate the withdrawal process. All fees, fines, library materials, etc. must be cleared in order to complete the process of withdrawal. No MPCS student is entitled to receive grade reports or transcripts until all fines, fees, library materials, etc. are cleared. The Student Withdrawal Request Form must be received by the Director of Admission on or before the Termination Date.

- If the Student Withdrawal Request Form is received prior to April 1, the parent will be relieved of all tuition paid and other payments and fees that would have come due after the termination date, less the non-refundable, non-transferable application fee and tuition deposit.
- If the Student Withdrawal Request Form is received on or after April 1, the parent is responsible for the applicable portion of the full tuition based on the 10-payment plan. (refer to your tuition contract for specific details on these amounts.)

The only exception to the policy above is if the family experiences a change in circumstances that meet the criteria below:

- the physical relocation of the family as required by one of the parent's/guardian's employers or other family emergency outside of a sixty (60) mile radius of the school
- a heretofore unforeseen medical condition that necessitates withdrawal
- the death of a student or parent
- a circumstance which – at the school's sole discretion - meets the standard for a change in circumstance

The full details on the MPCS withdrawal policy regarding tuition may be found on your tuition contract.

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