

## **OSA REFUND POLICY**

1. Upon a student's enrollment or re-enrollment at OSA Private School, parents/guardians are required to commit to paying the complete annual tuition amount as detailed in the fee schedules and enrollment contract provided in the Letter of Admissions. The subsequent refund policy applies in the event of withdrawal:
2. Students who withdraw 60 days before the Academic program start date/first day of classes\* are entitled to a full refund of fees paid, excluding the enrollment/re-enrollment deposit (\$5,000).
3. Students who withdraw 30 days before the Academic program start date/first day of classes\* are eligible for a 50% refund of fees.
4. Students who withdraw within 30 days of/from the Academic Program start date\* are eligible for a 25% refund.
5. No refunds will be issued for students withdrawing after 31 days from the Academic Program start date\*.
6. Temporary non-medical absences, suspensions, or expulsions do not qualify for refunds. (\$5,000) is non-refundable.
7. No refunds are provided for missed school days due to delays in obtaining a study permit or visa.
8. To initiate the refund process, a dated official withdrawal letter must be sent to: [registration@osaprivateschool.com](mailto:registration@osaprivateschool.com)
  - Academic Program start date as specified on the School Year Calendar.