



To withdraw a student from a MACS school, the family must complete the electronic withdrawal form, which can be found in the family's School Admin portal at www.discovermacs.schooladminonline.com. Paper withdrawal forms are no longer accepted. In addition, the family should notify the school of the withdrawal if the withdrawal occurs after the first day of school.

The withdrawal form must be received at least two full business days prior to the next scheduled payment in order for the tuition account to be adjusted accordingly. Withdrawal forms received after 5:00 pm will be considered received the next business day. Application fees, registration fees, FACTS payment plan enrollment fees, the optional FACTS Peace of Mind fee, and credit card fees (if applicable) are all non-refundable.

Early Withdrawal Fee

If you decide to withdraw your student prior to the first day of school, an early withdrawal fee will be owed to MACS. This policy is necessary due to the commitments that MACS has already made for personnel, supplies, curriculum, and materials based on your child's enrollment. The early withdrawal fee will be determined according to the following schedule:

Withdraw before May 31st - no early withdrawal fee

Withdraw between June 1 and June 30 - one twelfth (1/12) of annual tuition & fees

Withdraw between July 1 and July 31 - two twelfths (2/12) of annual tuition & fees

Withdraw between August 1 and 1st day of school - three twelfths (3/12) of annual tuition & fees

Withdrawals During the School Year

All tuition, capital fees, and other related fees such as activity fees will be assessed on the fractional amount corresponding to your student's last date of attendance listed below. The withdrawal date will be verified with the school principal at the school level.

Last Date of Attendance	Fractional Amount Due	Last Date of Attendance	Fractional Amount Due
2nd day of school - August 31	3/12	January 1 - January 31	8/12
September 1 - September 30	4/12	February 1 - February 28	9/12
October 1 - October 31	5/12	March 1 - March 31	10/12
November 1 - November 30	6/12	April 1 - April 30	11/12
December 1 - December 31	7/12	May 1 - last day of school	12/12 (100%)

All records, report cards, progress reports, and transcripts will not be released until the tuition account is current. Thus, if a balance is still owed when completing the withdrawal, the school will hold these files until notified by the MACS Business Office to release. Payment arrangements for withdrawn student balances will not be accepted.

Payment for any past due or remaining balance for a withdrawing student will be automatically scheduled to process in FACTS five business days after the MACS Business Office processes the withdrawal. You will be emailed the exact scheduled payment date.

