

Des Moines Region Catholic Schools



Withdrawal and Refund Policy

Department: Tuition Management

Effective Date: 8/27/2025

Reviewed By: Dan Hills - Tuition Management Supervisor

Purpose

This policy outlines the procedures for managing withdrawals and issuing refunds for students receiving ESA funding, CTO funding, or paying out-of-pocket tuition.

Scope

This policy applies to all students enrolled at a Diocesan school managed by the Des Moines Region Catholic Schools Corporation who withdraw prior to completing the academic term and addresses the applicable funding or tuition adjustments.

Policy Statement

The Tuition Management Team will process withdrawals and refunds in accordance with the following guidelines to ensure fairness, compliance with funding requirements, and fiscal responsibility.

Procedures

1. ESA Funding (Education Savings Account)

- ESA funding is requested **by semester**.
- If a student withdraws after attending any portion of the semester, **no refund will be issued**.
- **Exception:** A partial refund may be considered at the discretion of the local school administration if:
 - The student withdraws before ESA school selection closes on September 30th, **and**

- The student is transferring to another school that requires ESA funding.
 - Refunds for ESA funds **must be issued directly to Odyssey**; they **cannot** be issued to families.
 - **Reference:** This policy aligns with guidance provided under *Questions & Answers* on the Iowa Department of Education website.
-

2. CTO Funding (Catholic Tuition Organization)

- When a student receiving CTO funding withdraws:
 - The amount is **prorated** based on the number of days enrolled versus the total school year.
 - Remaining funds are reallocated to other qualified students as follows:
 - **First month of the school year:** The CTO team directs reallocation to students who qualified but experienced funding delay and did not receive funds in the initial disbursement.
 - **After the first month:** The Tuition Management Team Lead or Supervisor manages reallocation to qualified students based on additional need ~~and notifies~~ in consultation with the CTO team of fund distribution.
-

3. Out-of-Pocket Tuition & Fees

- Tuition and fees are **prorated** based on the number of days enrolled versus the total school year.
 - Depending on the situation, the family may:
 - Owe an additional balance, or
 - Be eligible for a refund.
 - Refunds will be issued **by check** only after the following conditions are met:
 - All outstanding balances (tuition, fees, sports, activities, lunch, etc.) are paid in full.
 - All school-issued equipment (e.g., Chromebook) has been returned.
 - Refunds will be issued within 30 days upon completion of the conditions.
-

Additional Notes

- All refund approvals and exceptions must be documented in writing and maintained in the student's financial record.
- Questions regarding this policy should be directed to the Tuition Management Team.