

Attaches To: (see bottom of page 1, Object(s): Job Description, Etc. Applied To)

Policy Title:	
Policy Reference:	
Policy Type:	<input checked="" type="checkbox"/> Company <input type="checkbox"/> Position <input type="checkbox"/> Other <input type="checkbox"/>

Effective Date:	8/1/25
Print Date:	8/1/25

Description:

1. General Policy

Morning Star Preparatory Academy maintains a standard tuition refund policy that applies equally to all enrolled students, regardless of payment source, including students participating in the Utah Fits All (UFA) Scholarship Program.

2. Withdrawal Before School Year Begins

If a student withdraws prior to the first day of the academic term, any tuition paid, less any non-refundable enrollment or registration fees, will be refunded.

3. Withdrawal After School Year Begins

If a student withdraws after the academic term has begun, tuition refunds will be issued based on the following schedule:

- a. If the student unenrolls on or before the 15th of the month, half of the current month and any remaining months of the school year will be refunded.
- b. If the student unenrolls after the 15th of the month, the current month will not be refunded, but any remaining months of the school year will be refunded.

The official unenrollment date is based on the date the unenrollment form is signed and turned in by both the parent and the school administration. The refund calculation will be based on the official unenrollment date.

4. UFA Scholarship Students – Required Statement

In accordance with Utah law, if a student receiving funds through the Utah Fits All (UFA) Scholarship Program withdraws and a tuition refund is issued under this policy, any refund will be remitted directly to the program manager for deposit into the student’s scholarship account. Refunds will not be issued to parents or students.

5. Equal Treatment of Students

Tuition rates, fees, and refund policies are identical for UFA scholarship students and all other students enrolled in the same programs or grade levels.

6. Fees

Registration fees, supply fees, and other administrative fees are non-refundable unless otherwise stated.

7. Refund Process

- A Student Unenrollment / withdrawal form must be filled out and signed by the parent and the school administration.
- For UFA students, the school will notify the program manager within 5 business days of un-enrollment and refunds will be coordinated directly with the program manager.
- The Parent will be refunded according to the schedule outlined above.

8. School-Initiated Withdrawal

If a student is withdrawn by the school, any applicable refund will follow the same schedule outlined above.

9. Policy Availability

This policy is published on the school’s website and included in all tuition disclosures in compliance with Utah law.

Purpose:

The purpose of this Tuition Refund Policy is to establish a clear, consistent, and legally compliant framework for the refund of tuition at Morning Star Preparatory Academy. This policy ensures that all students are treated equitably regardless of payment source, including those participating in the Utah Fits All (UFA) Scholarship Program, while outlining specific guidelines for withdrawals, refund eligibility, and processing procedures. It is designed to provide transparency to families, maintain compliance with Utah law, and define the responsibilities of both the school and parents in the event of student unenrollment.

Scope: Company Wide

Position(s) Applied To:

Reference	Position (PS) Title(s)
	Company Wide

Job Description Object(s) Applied To:

Reference	Job Description (JD) Title(s)
	Company Wide

Template Object(s) Applied To:

Reference	Templates (TP) Title(s)

Revision History:

Revision #	Date of Change	Description of Change	Requested By	Prepared By Name/Title	Date Prepared	Reviewed By Name/Title	Date Reviewed	Final Approved By Name/Title	Date Final Reviewed
1.1	N/A	Launched Object							