



ENROLLMENT CHANGES POLICY

We allow the following types of changes for all our courses except Dual Credit (college) and ESL courses:

WITHDRAWAL : *This is for a family or school that requests to be withdrawn from a course prior to the course end date.*

*Students who withdraw **after 28 calendar days** will receive either a WP (withdraw passing) or WF (withdraw failing) on their transcript depending on their grade at the time of withdrawal.*

Request timing and financial implications:

1-28 calendar days after the course start date: Credit of \$200.

29-45 calendar days after the course start date: Credit of \$100.

46-60 calendar days after the course start date: Credit of \$50.

60+ calendar days after the course start date: No credits.

Account credit can be redeemed toward future tuition purchases by contacting SBACS Virtual Academy admissions before you pay. Account credit can only be applied toward tuition purchases. Account credit does not expire.

How to Request a Withdrawal

Withdrawal requests must be submitted by sending a **withdrawal request email to mary@sbacs.org**. The email must include:

- Student Name
- Reason for Requested Withdrawal
- Current Course

PAUSE/DELAY *This is for a family or school that requests a stoppage of work for a student in a course after the start date with plans for the student to re-start later, completing the course by the original or an adjusted course end date.*

The student must complete the course before they reach the maximum time allowed in the course, which is 6 months per semester.

Request timing and financial implications:

1+ calendar days after the course start date: \$100 fee (per course).

How to Request a Course Delay

Course Delay requests must be submitted by sending an **email request to mary@sbacs.org** prior to the beginning of the course work suspension. The email must include:

- Student Name
- Course Title to Suspend
- Re-start Date of Course
- Reason for Requested Suspension

EXTENSION: *This is for a family or school that requests an extension of the end date beyond the target end date originally requested.*

The student must complete the course before they reach the maximum time allowed in the course, which is 6 months per semester.

How to Request an Extension

Course Extension requests must be submitted by sending the completed course extension request form to mary@sbacs.org located on the SBACS Virtual Academy web page.

Additional Policies:

1. Fees due from Pause/Delay or Extension requests must be paid in-full before we can make the requested change.
2. Refunds are not applicable for Student Registration, Application fees or Pre-test fees.
3. Refunds are not applicable for Dual Credit (college) or ELL/ESL courses.
4. Special situations not covered in the options above will be handled on a case-by-case basis. Note that fees may be incurred depending on the nature of the request.