

Dear Parents

Re: Tuition Refund Plan 2018 - 2019 School Year

As you know, students are enrolled for the full academic year and no adjustment of fees can be made by the School for absences, withdrawal, or dismissal.

This ruling is necessary as the School has continuing expenses such as school maintenance and faculty salaries. In order to plan and maintain these services for the year, it is essential that the annual income from tuition fees should be stabilized. Therefore, in the interest of parents, we are pleased to announce that we have made arrangements to protect students under the Tuition Refund Plan.

This Plan will not only provide an allowance of tuition fees in the event of withdrawal of a student for medical causes, but also in the event of withdrawal for other reasons or dismissal by the School (annual tuition charges, both prepaid and due, are insured). The Tuition Refund Plan becomes effective on August 1, 2018 in the event of the student's inability to attend school due to a covered medical reason. The non-medical coverage (voluntary withdrawals and dismissals) does not become effective until the student has attended fourteen consecutive calendar days (including weekends) commencing with the student's first class day of attendance in the academic year.

*The cost is 3.3% of the annual tuition charges for 2018 - 2019. Parents who do not pay the total annual tuition charges by August 31 must participate in the Tuition Refund Plan or present evidence of having secured comparable insurance coverage elsewhere. Participation is elective for those who pay the total annual charge by August 31.*

**The School offers you the Tuition Refund Plan as a means to insure your annual financial obligation under the terms of the accompanying Enrollment Contract. Please read the information regarding the Plan that appears in the Enrollment Contract and the Tuition Refund Plan brochure carefully and check either Box A or B in the Enrollment Contract.**

In light of the no refund or cancellation enrollment terms, we recommend that all parents in their own interest participate in the Plan.

Sincerely,

Administrative Office