SAFEGUARD YOUR INVESTMENT
IN QUALITY EDUCATION

You are obligating yourself to the full payment of tuition, room and board fees for the entire academic year. The School’s objective is to provide quality education for all students, and it must budget its fiscal year based upon the number of students who enroll. Unfortunately, the school cannot release you from your obligation for full payment of tuition, room and board fees even in the event of an unforeseen withdrawal by your student from school during the year.

Our Tuition Reimbursement Plan protects your personal investment in your student’s education. The Plan provides for the partial refund of annual tuition, room and board fees in the event of a withdrawal for any reason after the waiting period expires. The following outlines the details of the Plan for you.

REFUNDS FOR MEDICAL WITHDRAWAL:
100% of the pro-rated annual reimbursable fees will be refunded in the event of withdrawal due to disability resulting from a covered injury or sickness requiring regular treatment by a doctor. Mental or nervous disabilities are excluded from this coverage. 50% of the pro-rated annual reimbursable fees will be refunded in the event of withdrawal due to a covered sickness resulting from a mental or nervous condition.

REFUNDS FOR NON-MEDICAL WITHDRAWAL:
50% of the pro-rated annual reimbursable fees, for the entire school year including both semesters, will be refunded in the event of a non-medical withdrawal provided the student has attended more than the first thirteen consecutive days after her first day of class attendance. If a non-medical withdrawal occurs before this waiting period, there will be no refund.

REFUNDS FOR DISMISSAL:
50% of the pro-rated annual reimbursable fees, for the entire school year including both semesters, will be refunded in the event of a dismissal provided the student has attended more than the first thirteen consecutive days after her first day of class attendance. If a dismissal occurs before this waiting period, there will be no refund.

DEFINITIONS:
1. "Sickness" means sickness or disease which commences while the Plan is in force and for which the student has not received medical treatment or advice for such condition for the period of twenty-four (24) consecutive months immediately preceding the student’s effective date of enrollment in the Plan.

2. "Injury" means bodily injury resulting from an accident which occurs on or after the effective date of a student’s enrollment in the Plan and from which loss results directly and independently of any other cause.

3. "Doctor" means a legally qualified physical or practitioner of the healing arts acting within the scope of his license to provide medical services.

4. "Academic Year" means the actual number of consecutive weeks beginning with the first week of classes. Pro-rated refunds of reimbursable fees are based on the academic year and are based on the date of withdrawal.

5. "Withdrawal-medical" means while under the care and treatment of a doctor, being continuously prevented from attending all scheduled classes for the balance of the school year.

6. "Withdrawal-non medical" means a severance from all classes for the balance of the academic year which is undertaken voluntarily. A non-medical absence which is temporary is not considered to be a withdrawal.

7. "Dismissal" means a severance from all classes for the balance of the academic year which is at the instigation of school authorities due to a) scholastic or b) disciplinary reasons. A temporary suspension is not considered to be a dismissal.
EXCLUSIONS AND LIMITATIONS:
Medical withdrawal is not covered if caused by:
1. A sickness or disease for which medical treatment or advise was received within the
   24 consecutive months immediately preceding the effective date of coverage.
2. 24 consecutive months immediately preceding the effective date of coverage.
3. An accidental injury which occurred prior to the effective date of coverage.
4. Normal pregnancy or normal childbirth.
5. The voluntary use of any drug or narcotic except those prescribed by a doctor.

TERMS OF COVERAGES:
Plan fee payment made by the opening day of school effects coverage as follows:
Medical Withdrawals: From the first through the last day of the academic year.
Non-Medical Withdrawals or dismissals: For the entire academic year after student has attended more than the first thirteen consecutive days after her first day of class attendance.
Coverage can be effected for the student entering school late by the payment of the fee by the first day she starts classes. Medical coverage is then effective on the first class day of attendance.
Non-Medical coverage is effective after the student has satisfied the fourteen day attendance requirement.

REFUNDS
Refund requests should be submitted promptly, and not later than 30 days from the date of the student’s separation unless it is not reasonably possible to do so. Refunds are applied to the student’s account, and any remaining amounts are refunded to the parent.