
TUITION REFUND PLAN

Tuition Refund Plan (TRP) is a financial protection for the parents and guardians of St. Martin's Episcopal School students in case of withdrawal of the student during the school year under conditions defined below. Since school expenses are incurred on an annual basis, there are no refunds or prorations of tuition charges if a student withdraws during the school year.

Should enrollment be withdrawn prior to June 1, the deposit will be retained by the school, but there is no obligation to pay other sums.

Inasmuch as enrollment is made for the entire year and is budgeted accordingly, withdrawal after June 1 obligates the parent or guardian to payment of the tuition for the full year. In view of the fact that the obligation to pay the tuition for the entire year is unconditional, the Tuition Refund Plan is made available to parents. We strongly recommend your consideration of

this optional plan which provides an opportunity to protect a portion of the tuition in the event of absence or separation of the student from the school in accordance with the terms and schedules of the plan. This optional plan is available at a cost of 4 percent of the total tuition. Should the parent elect this optional plan, the school collects the fee and pays any claim payments to which the parent or guardian may become entitled under the terms of the plan, by crediting the account. Any resulting excess will be paid to the parent or guardian. *** Coverage under the plan is only effective if "yes" indicated on the enrollment contract and if full premium is paid within ten (10) school days of the first day of classes. Students must attend fourteen (14) school days to be eligible.**

TERMS OF COVERAGE

DEFINITIONS

- The academic year upon which refunds are based consists of consecutive calendar days (including weekends, holidays and vacations) commencing with the first day of formal academic instruction and ending with Commencement. Preseason athletic practice, orientation, registration and graduation days are not included in the academic year.
- "Withdrawal" means complete, voluntary severance from classes for the balance of the academic year. "Dismissal" means complete, involuntary severance from classes by the school authorities for scholastic or disciplinary reasons for the balance of the academic year.
- "Unused tuition" means the prorated amount from the remaining days of the school year after the student's withdrawal or dismissal.

REFUNDS ARE MADE FOR THE FOLLOWING REASONS:

Medical withdrawal:

- 100 percent of unused tuition. This is for any physical disability certified to and treated by a legally qualified physician.
- 60 percent of unused tuition for a mental or nervous disability certified to and treated by a legally qualified psychiatrist or physician.

Nonmedical withdrawal:

- 60 percent of unused tuition.

Dismissal:

- 75 percent of unused tuition.

THE FOLLOWING EXCLUSIONS SHALL APPLY:

Excluded under medical withdrawals:

- Illness that first manifested itself or injury that occurred before the first day of school.
- Withdrawal, due to any medical condition for which the student does not regularly receive treatment by a legally qualified physician.
- Use of drugs (any drug or agent classified as a narcotic, hallucinogenic, psychedelic or having a similar classification or effect), unless the drug or agent is administered under legally qualified medical procedures.
- Withdrawal due to pregnancy or childbirth.

Excluded under nonmedical withdrawals:

- Dismissal or withdrawal prior to or within the first 14 school days, commencing with the first class day of attendance by the student in the academic year.
- Withdrawal caused by insurrection, rebellion, riot, civil commotion, governmental order.
- War or act of war, declared or undeclared; any nuclear reaction, controlled or accidental.
- Destruction of any school facility due to any cause whatsoever.
- Inability of the school to operate and provide formal academic instruction, including closure for any reason.
- Boycotting of classes.
- Fear of contagion.



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