

Saint Mary's Hall

TUITION REFUND PLAN

Purpose of the Tuition Refund Plan

The School allocates resources for the upcoming year based on the level of initial enrollment and thereafter makes financial commitments accordingly. For this reason, the enrollment contract requires parent(s), guardian(s) and/or benefactor(s) (the "Parents") to commit to paying academic tuition for the full year insofar as the withdrawal of a student does not reduce the School's expenses significantly. The Tuition Refund Plan (the "TRP") provides for the limited refund of tuition (not fees) to Parents who elect to voluntarily withdraw their student from Saint Mary's Hall prior to the end of the academic year.

When a student is voluntarily withdrawn from the School and the cost of the TRP has been paid in full, the School will credit student's account as set forth below (subject to the TRP's terms, conditions, and limitations), which provides substantial assistance in meeting the Parents' financial obligation to the School. Any remaining credit not required to meet the financial obligation to the School, if any, will be refunded to Parents by the School. If the credits are insufficient to meet the obligations to the School, Parents remain responsible for said balance which is due upon receipt of the School's invoice for same. For families receiving a financial aid or scholarship award, any credits are first applied to the financial aid or scholarship component of the tuition. **Only if the full cost of the TRP has been paid prior to the student's voluntary withdrawal will the School apply the TRP; the amount of refund, if any, will be determined in strict accordance with the terms of the TRP and Parents must comply with all terms of the TRP.**

Participation in the TRP

The School affords Parents the option of choosing between three methods to pay tuition, all of which are outlined in the Enrollment Contract. Payment Plan A provides for full payment of tuition by June 1st preceding the academic year. Payment Plan B allows Parents to meet their obligation by making two payments, accruing interest on the unpaid portion. Payment Plan C allows Parents to make ten installment payments, accruing interest on the unpaid portion. **The School requires all Parents to participate in the TRP.** The cost of the TRP is 4% of Student's total tuition and payment is due in full by June 1, 2024.

Level of Credit Provided by TRP

The TRP credits an amount equaling 100% of unused tuition less the non-refundable, non-transferable tuition deposit when the reason is either a medical withdrawal as defined herein, or a qualifying job change.

- A medical withdrawal means that a legally qualified medical practitioner, who is not related to the student by blood, marriage, or adoption, has determined that the student can no longer attend **any** school for the balance of the academic year due to an illness, physical disability, or a mental or nervous disorder requiring complete, involuntary severance from classes. Pregnancy, childbirth, and use or consequence of any drug, narcotic or agent which is similarly classed or has similar effect unless given by and while under the care of a doctor, are specifically **excluded** by this plan and ineligible for credit. The medical practitioner must certify the student's medical condition, regularly treat the student for the condition, and legally practice in an area of medicine associated with treatment of such disability or disorder. With regard to mental or nervous disorders, such condition must be recognized by the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (more commonly known as DSM-5 and published by the American Psychiatric Association).

The documentation submitted must be current, on the medical professional's letterhead, typed, dated, and signed by the medical professional. The documentation must include the name, address, phone number, title, and credentials of the medical professional.

- A "qualifying job change" is a change of the location at which the Parent with whom the student resides performs his/her principal employment, if the change of location:
 - a) is required by the employer of the Parent; and
 - b) is more than 50 miles from the location at which such Parent was performing his/her principal employment (or, if unemployed, then from his/her residence) at the time the Enrollment Contract is signed by the Parent.

Students who voluntarily withdraw prior to the end of the academic year for reasons other than either a medical withdrawal or a qualifying job change will receive a credit from the TRP equaling 60% of the unused tuition less the non-refundable, non-transferable tuition deposit.

No other fees (e.g., TRP charge, Plan Finance charge, or auxiliary charges) are eligible for credit under the Tuition Refund Plan.

The TRP DOES NOT cover involuntary separations.

Application for a Credit Under TRP

Parents must deliver to the Head of School written notification of withdrawal and apply in writing to the School for a refund, stating the reason for the withdrawal of the student. In the case of a medical withdrawal, the application must include the required medical certification of the student's medical condition. In the case of a job change, Parents must submit a letter from the employer stating the parent is required to relocate, the date upon which relocation will be required, and the new business address of the affected parent.

Credits are calculated based on the date of the student's withdrawal as reflected in the School's records.

Any interpretation of the TRP, which may be required, will be made by the Head of School, whose determination is final.