



*February 2025*

**To:** Montgomery School Parents

**Subject:** Tuition Refund Plan (TRP) for the 2025-26 School Year

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

This policy is necessary as the School has continuing expenses such as faculty salaries and plant maintenance. In order to plan and maintain these services for the year, it is essential that annual tuition revenue be contractually binding.

The TRP insurance cost for the 2025-26 school year is 1.2% of a family's net tuition obligation. Parents who do not pay their net tuition obligation in full by July 31, 2025 will be required to participate in the Tuition Refund Plan. Those who elect a single-payment plan, due in July 2025, and pay their tuition balance in full prior by July 31, 2025 can opt out of participation in the TRP, as indicated below. Otherwise, the TRP cost will be billed to your FACTS account in August 2025.

The TRP not only provides a partial allowance for tuition obligations in the event of withdrawal of a student due to medical causes, but also in the case of withdrawal for other reasons or dismissal by the School; annual tuition charges, both prepaid and outstanding, are covered. TRP coverage becomes effective on August 1 in the event of a student's inability to attend school due to a covered medical reason. Non-medical coverage (for voluntary withdrawals and dismissals) does not become effective until a student has attended fourteen consecutive calendar days (including weekends) commencing with the student's first class day of attendance in the academic year. In the event of a claim, the School will process and collect any refund payment to which a family is entitled and credit it to their FACTS account, paying any excess over their outstanding balances back to the family.

The TRP is more fully described in the brochure posted on the School's website.

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**The Tuition Refund Plan Opt-Out Process**

For those parents who pay the total annual charges by July 31, 2025 and do not wish to participate in the Plan, please indicate below:

I intend to select a single-payment plan in FACTS for the 2025-26 school year and to pay my entire net tuition obligation on or before July 31, 2025. I do not wish to participate in the Tuition Refund Plan, and I understand that no refund or cancellation of my tuition obligation will be made by the School for absence, withdrawal or dismissal before the end of the school year, and herewith agree to assume full responsibility for the entire tuition obligation.

Student name(s) and Grade(s): \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The School participates in the Tuition Refund Plan as a means to insure families' annual financial obligations arising under our Enrollment Contract. Please read the Enrollment Contract and the Tuition Refund Plan brochure carefully before electing to opt out of the TRP program above. In light of the no refund or cancellation provisions of the Enrollment Contract, we recommend that all parents participate in the Plan in their own interest.

PARENTS ARE REMINDED THAT NO REFUND OF FEES CAN BE MADE EXCEPT AS PROVIDED UNDER THIS PLAN. IT IS UNDERSTOOD THAT STUDENTS ARE ENROLLED FOR THE ENTIRE SCHOOL YEAR OR SUCH PORTION AS MAY REMAIN AFTER THE DATE OF ENTRANCE. THE FACT THAT THE SCHOOL FEES ARE PAID IN TWO OR MORE INSTALLMENTS DOES NOT CONSTITUTE A FRACTIONAL CONTRACT.