



January 2026

**To:** Montgomery School Families

**Subject:** Tuition Refund Plan (TRP) for the 2026-27 School Year

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.

For the 2026-27 school year, the Tuition Refund Plan (TRP) insurance cost is 1.2% of a family's net tuition obligation. Families who do not pay their full tuition by July 31 will be automatically enrolled in the TRP. **To opt out, families on a single-payment plan must submit the enclosed Opt-Out Form to the Business Office by March 1 and pay their tuition in full by July 31.** TRP charges will be added to FACTS accounts in early February and removed by the Business Office once the form is received. If full payment is not received by July 31, TRP charges will be reinstated on August 1.

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 Form

For those parents who pay the total annual charges by July 31, 2026 and do not wish to participate in the Plan, please indicate below:

- I intend to select a single-payment plan in FACTS for the 2026-27 school year and to pay my entire net tuition obligation on or before July 31, 2026. 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.