



THE STEWARD SCHOOL

TO: All Parents

RE: Tuition Refund Plan

As you know, students are enrolled for the full academic year, and your financial obligation is for the *full annual tuition*. No adjustment of annual charges 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 the annual income from tuition charges be stabilized.

Therefore, in the interest of parents, we have made arrangements to protect students under the Tuition Refund Plan (the Plan). The Plan will pay benefits (subject to terms, conditions, and limitations and based on the amount insured) to the School which provides assistance in meeting your financial obligation. The Plan will provide tuition assistance in the event of withdrawal or dismissal, including medical reasons (annual tuition both prepaid and due, are insured). The Plan is effective August 1, 2018, for medical withdrawals and August 27, 2018, for all other withdrawals. Depending on the reason for non-medical withdrawal, the benefit will range from 60-75% of the prorated tuition. Except for medical withdrawals, the student must attend school for 14 calendar days before the Plan will pay any benefit. The Plan is fully described in the brochure.

The premium cost of 2.2% of the tuition rate for the 2018-2019 school year is as follows:

GRADE	TUITION	PREMIUM
K – 5	\$ 22,450	\$493.90
6 – 8	\$ 24,050	\$529.10
9 – 12	\$ 25,310	\$556.82

The School offers you the Tuition Refund Plan as a means to insure your ANNUAL financial obligation under the terms of the accompanying Enrollment Contract. This protection is important to you, and the School recommends that you participate in the Plan. PLEASE CAREFULLY READ THE INFORMATION REGARDING THE PLAN THAT APPEARS ON THE STUDENT ENROLLMENT CONTRACT AND THE TUITION REFUND PLAN BROCHURE, AND INDICATE ON THE STUDENT ENROLLMENT CONTRACT WHETHER OR NOT YOU DESIRE THE COVERAGE. Tuition Refund Plan election and payment must be completed by August 1, 2018.

Since there will be no refund if enrollment is cancelled or terminated after **May 1, 2018**, we have no hesitation in recommending that all parents, in their own interest, participate in the Plan.

Thank you,

Lisa S. Dwelle, Associate Head of School, Finance and Operations

February 1, 2018