

WHAT IS TRP?

The Tuition Refund Plan (TRP) insures parents, as well as the school, against a complete loss in the event the student is voluntarily withdrawn before the end of the school year for a covered reason. For parents, participation in TRP provides a mechanism to recover a portion of their unused tuition if the student is withdrawn for a covered reason. For the school, it retains a portion of the unused tuition to offset the significant portion of its expenses committed annually based on enrollment prior to the start of the school year.

WHEN CAN I USE TRP IF I WITHDRAW MY CHILD?

- **A medical separation** from formal education. Medical separation requires the student to withdraw from any and all formal education received outside their home or a certified medical facility during the school year.
- **Relocation of the family** to a residence outside a 35-mile radius of the school. Relocation requires the student to establish a primary residence outside a 35-mile radius of the school; any enrollment in a new school must be outside a 20-mile radius of the school.

WHAT IS ELIGIBLE FOR REFUND UNDER TRP?

- 60% of unused Covered Tuition (Total Annual Tuition minus the non-refundable deposit)
- Required Fees (Technology & Capital Improvement Fee, Activity Fee, and Processing Fee (Plan C Only) and optional fees (Transportation, Late Bird, and Auxiliary) are **not refundable**.

HOW MUCH DOES IT COST?

The fee for TRP is 4% of Covered Tuition and is due with the first tuition payment on May 1, 2023.

IS TRP MANDATORY?

- For Payment Plan A (1 payment), TRP participation is optional.
 - If you select Payment Plan A and do not choose to participate in TRP, you are not eligible for a partial refund when withdrawing your child.
- For Payment Plan B (2 payments) & Payment Plan C (10 payments), TRP participation is mandatory.

IF I DO NEED TO UTILIZE TRP, WILL I RECEIVE A FULL REFUND FOR THE TUITION?

No, 60% of unused Covered Tuition is eligible for refund. PLEASE SEE THE EXAMPLE BELOW FOR ILLUSTRATION PURPOSES ONLY:

- **Covered Tuition:** \$31,100.00 Annual Tuition – \$2,750.00 Deposit = \$28,350.00
- **Unused Portion:** 100 unused days / 180 school days = 55.56%
- **TRP Calculation:** 60% * Covered Tuition * Unused Portion = \$9,450.00

HOW DO I REQUEST TRP?

Parents must send a written request for a TRP refund to the Head of Operations no later than 30 days following the student's departure from the school