

EPISCOPAL HIGH SCHOOL
TUITION REFUND PLAN
2023-2024 ACADEMIC YEAR

GENERAL

As stipulated in the enrollment contract, full payment of tuition for the academic year is unconditional. In the event of separation, this program provides an opportunity to receive a predetermined refund of tuition according to terms of the benefit formulae. Likewise, if the total amount of the tuition has not been paid in full, the program will pay a predetermined amount to the school to settle all or a portion of your unpaid account according to terms of the benefit formulae.

BENEFIT FORMULAE

A.	Medical Absence or Medical Withdrawal	100 % Tuition	X	$\frac{\text{Total School Days Absent or After Separation}}{\text{Total School Days for Academic Year}}$
B.	Dismissal	75% Tuition	X	$\frac{\text{Total School Days After Separation}}{\text{Total School Days for Academic Year}}$
C.	Non-Medical Withdrawal	60% Tuition	X	$\frac{\text{Total School Days After Separation}}{\text{Total School Days for Academic Year}}$

ADDITIONAL INFORMATION

1. Medical Absences or Withdrawals must extend for 31 or more consecutive days and be certified and treated by a legally qualified medical practitioner. Short-term illnesses less than 31 consecutive days are not covered under this plan.
2. Separation date is the official date established by the Registrar's Office at Episcopal High School. Please note: a student's withdrawal must follow the procedures listed in the *Student/Parent Handbook*.
3. Claims must be reported to the Business Office within 31 days from the date of separation for dismissals and non-medical withdrawals. Medical withdrawals must be reported 45 days from the date of separation.
4. This plan refunds tuition only. All fees must be paid in full before a claim will be considered.

WHO IS COVERED

The plan is optional for students/families who plan to pay in full and mandatory for all students whose tuition is not paid in full by June 23, 2023.

Under no circumstances may anyone join the plan more than 5 days after starting classes.