



TOPEKA COLLEGIATE SCHOOL TUITION REFUND PLAN

As stated in your enrollment contract, all families who do not pay the total year's tuition prior to the start of school are required to purchase tuition refund plan coverage. Since school expenses are incurred on an annual basis, there are no refunds or prorating of tuition charges if enrollment is canceled after June 1.

The tuition refund plan charge is 2.5% of the total tuition less the nonrefundable deposit at the grade level for which the student is enrolled. (Example: \$11,028 Tuition less \$650 nonrefundable deposit = \$10,378 x 2.5% = \$259 Tuition Refund fee.)

--TERMS OF COVERAGE--

Coverage is for the academic year. A student must attend classes for fourteen consecutive school days for the refund plan to be in effect.

Definitions:

1. The academic year upon which refunds are based commences with the first day of formal academic instruction. Pre-season athletic practice, orientation, registration and graduation days are not included in the academic year.
2. "Withdrawal" means as of the date a parent notifies the school that complete, voluntary severance from classes has occurred for the balance of the academic year.
3. "Dismissal" means complete, involuntary severance from classes by the school authorities for scholastic or disciplinary reasons for the balance of the academic year.
4. Withdrawal due to normal pregnancy or normal childbirth is defined for purposes of coverage as a non-medical withdrawal.

Refunds are made for the following reasons:

- A. MEDICAL WITHDRAWAL
 1. 100% of the *unused yearly fees* for any *physical disability* certified to and treated by a legally qualified physician or surgeon.
 2. 60% of the unused yearly fees (prorated) for a *mental or nervous disability* certified to and treated by a legally qualified psychiatrist, physician or surgeon.
- B. NON-MEDICAL WITHDRAWAL
 1. 60% of the *unused yearly fees* (prorated) provided the student has attended *more than the first fourteen consecutive school days* of the academic year.
- C. DISMISSAL
 1. 75% of the *unused yearly fees* (prorated) provided the student has attended *more than the first fourteen consecutive school days* of the academic year.