

## **Tuition Insurance / Tuition Refund Plan**

### **Participation**

The Dominion Christian School Tuition Refund Plan is the exclusive recourse to obtain a refund for outstanding tuition. If a family pays in full by May 15 (before the upcoming school year), participation in the plan is optional. However, parents assume all risks if they choose not to participate in the Tuition Refund Plan. **Families MUST participate in the Plan unless all tuition fees for the full academic year are paid by May 15 (before the upcoming school year).**

### **Cost (non-refundable)**

3.0% of annual tuition (ACH-drafted with first tuition payment or, if a request is made to the bookkeeper, by the February preceding the school year, may be paid monthly, provided the account remains up-to-date).

### **Terms**

Monies from the tuition insurance fund will offset 75% of the family's remaining tuition under specific allowable circumstances as outlined below. Parents will remain responsible for payment of any and all outstanding balances.

Allowable circumstances are as follows:

- 1) Unexpected and documented decrease in a family's income, including but not limited to demotion or job loss;
- 2) Unexpected and documented increase in expenses that could not have been anticipated (e.g., medical bills);
- 3) Family relocation with remaining tuition not otherwise covered by an employer (must be documented);
- 4) Student withdrawal due to medical necessity (requires medical documentation);
- 5) Student expulsion or academic dismissal from the school.

In cases when a family withdraws for social, academic, or other discretionary reasons (determined solely and entirely by the head of school), the tuition insurance fund may offset 50% of the family's remaining tuition. The family will be responsible for payment of all additional outstanding account balances.