CARY ACADEMY
Tuition Refund Plan Summary
2020-21

Overview

The Cary Academy Tuition Refund Plan (“TRP” or the “Plan”) is an annual protection plan that provides financial reimbursement for required tuition and fees in the event of a student’s medical absence, medical withdrawal, death, voluntary withdrawal or dismissal from Cary Academy (the “School”). Under the terms of the Cary Academy enrollment contract, financial responsibility is incurred for all tuition and fees for the academic year as of June 15 regardless of the payment plan option selected. This is necessary because the school has continuing expense commitments such as personnel costs and facilities maintenance. In order to be able to fund these services for the year, we must have a stable income from tuition and fees. At the same time, we recognize that a student may be dismissed, need to withdraw, or be absent for a period of time during the academic year and usually, such an occurrence cannot be predicted. The Tuition Refund Plan provides a degree of assurance and financial security for both our families and the school in these circumstances.

The Plan is self-funded and administered solely by Cary Academy. A student is enrolled in the Plan for one academic year at a time and must elect to re-enroll in the Plan each year. Enrollment in the Plan is designated on the student’s enrollment contract for that academic year.

Definitions

**Academic Year** all calendar days that occur (including school days, weekends, holidays, and school breaks) from the first day to the last day of school as designated on the school’s academic calendar published annually. The academic year is measured as the same for all students, regardless of whether they begin or end school-related activities earlier or later than the designated first and last day of school. Such school activities may include, but are not limited to: athletic practices, student orientation, world language exchange trips, and commencement. The academic year marks the beginning and end dates for the Tuition Refund Plan coverage period.

**Absence for Medical Reasons** is the temporary cessation of attendance at Cary Academy due to illness or injury. An absence for medical reasons must occur between the first and last days of the academic year and must be verified in writing by a physician not related to the student.

**Withdrawal for Medical Reasons** is the cessation of attendance at Cary Academy for the remainder of the academic year due to the illness, injury or death of the student. The withdrawal requires a written and signed notice of withdrawal from the student’s parent or legal guardian and must be verified in writing by a physician not related to the student.

**Illness** is a sickness or disease for which the student has symptoms and medical advice and/or treatment is received by a licensed physician.
**Injury** is bodily harm or damage caused by an accident.

**Withdrawal for Non-Medical Reasons** is the voluntary cessation of attendance in academic classes for the full remainder of the academic year. The withdrawal requires a written and signed notice of withdrawal from the student’s parent or legal guardian.

**Dismissal** is the involuntary cessation of attendance in academic classes for the full remainder of the academic year as directed by school leadership for academic or disciplinary reasons. (Note: Suspension, which is an involuntary cessation of attendance in academic classes for a specified shorter period of time less than the academic year, is not a reimbursable benefit under the Tuition Refund Plan).

**Tuition and Fees**—the annual tuition charged by the school as well as the new student fee, the dining fee, the activity fee, and the exchange program fee as annually published on the Cary Academy Tuition and Fees Schedule.

**Unused Tuition and Fees**—the portion of tuition and fees that have been covered under the plan for that academic year and are eligible for benefit reimbursement according to the following calculation: ((Number of Unused Calendar Days due to Absence, Withdrawal, or Dismissal) divided by (Total Calendar Days in the Academic Year)) multiplied by (Total Annual Tuition and Fees covered by the TRP).

**Participation**

All enrolled students of Cary Academy are eligible to participate in the Tuition Refund Plan.

**Required**

Any student that is on the two payment plan (Payment Plan 2) or the ten month payment plan (Payment Plan 3) is required to participate in the Tuition Refund Plan. In addition, any student receiving financial aid from Cary Academy, regardless of the payment plan that they select, is also required to participate in TRP.

**Optional**

TRP is optional for students who are enrolled in the one payment plan (Payment Plan 1). TRP is also optional for students of full-time school employees.

**Cost**

The annual TRP fee is calculated as a percentage of the total of the student’s annual tuition and fees (annual tuition, new student fee, dining fee, student activity fee, and the exchange program fee). This total amount will not be reduced for financial aid awards, scholarships, employee tuition remission or any other reductions to tuition and fees a student may receive from either Cary Academy or other sources. The annual TRP Fee covers the plan year which begins on the first day of the corresponding academic year and ends on the last day of the corresponding academic year. The percentage used to determine the fee is set annually by the school and is disclosed on the annual Cary Academy Tuition and Fees schedule.
Billing and Payment

The annual TRP Fee is billed to each student at the same time as the tuition and fees are billed in July. If a student enrolls subsequent to July 1, the fee must be paid within 30 days of being billed. If the fee is not paid at the time a student withdraws, is dismissed, or has a medical absence and would otherwise be eligible to collect reimbursement under the Plan, the Plan will not be in force and the financially responsible party will not be reimbursed for any benefits under the Plan.

Enrollment Deadline

Any student enrolling at Cary Academy prior to first day of the academic year may elect to enroll or withdraw from the Plan (unless the Plan is required) up to the day before the first day of classes. Any student enrolling on or after the first day of classes must make the TRP election at the time of enrollment and may not make any change to enrollment thereafter.

Benefit

Under the Tuition Refund Plan, Cary Academy will reimburse the financially responsible person(s) on the enrollment contract for tuition and fees as follows:

- **Medical Withdrawal or Absence**
  Cary Academy will reimburse 100% of the unused tuition and fees should a student’s injury or illness cause him/her to withdraw from school or be absent from classes for more than 30 consecutive calendar days. If the medical withdrawal or absence is due to a student’s mental or psychological illness or disability, the plan will reimburse 60% of the unused tuition and fees. Reimbursement for absence will be paid retroactively to the first day of absence verified by a physician (no earlier than the first day of classes for that academic year) and will end when the student returns to school (Cary Academy or any other learning institution), becomes gainfully employed, or ceases to be under medical care as verified by a physician for that academic year. The student must be under the regular care of a physician during his/her period of absence. Should the school cease or suspend operations for any reason, any benefit paid for medical absence would end as of the date of suspension or cessation as well.

- **Non-Medical Withdrawal**
  Cary Academy will reimburse sixty percent (60%) of the unused tuition and fees provided that the student withdraws after attending more than fourteen (14) consecutive calendar days beginning with the student’s first day of class attendance in the academic year. The date of withdrawal is determined by the date on which the school receives a written letter of withdrawal signed by at least one financially responsible person on the student enrollment contract for that year.

- **Dismissal**
  Cary Academy will reimburse seventy-five percent (75%) of the unused tuition and fees provided that the student is dismissed after attending more than fourteen (14) consecutive calendar days beginning with the student’s first day of class attendance in the academic year. The date of dismissal is determined by the date the school formally dismisses the student as noted in its records (not the last date of attendance).
For any of the events above to be considered reimbursable under the Plan, they must also result in the loss of academic credit from Cary Academy. Reimbursement made under the Plan will first be applied to any outstanding amounts owed to the School before any benefits are paid to the financially responsible person(s) on the student’s enrollment contract. The student is responsible for repaying any external scholarships that may need to be refunded to a scholarship organization. If the student receives any financial aid, tuition remission, Cary Academy-funded scholarships or other forms of tuition and fees reduction directly from Cary Academy, the amount of the benefit will also be reduced on a pro-rata basis to the amount the financially responsible person(s) was obligated to pay to the School.

**Reimbursement Process**

All requests for reimbursement under this Plan are processed by the Cary Academy Business Office. The student’s parent or legal guardian is required to contact the Business Office in order to obtain the forms that must be completed to receive reimbursement. All reimbursement request forms must be received in the Business Office within 30 calendar days of the date of withdrawal, dismissal, death or the end of a medical absence to be eligible for reimbursement. Requests received after this 30 day period may not be reimbursed.

**Medical Absence or Withdrawal**

If you request reimbursement from the Plan due to Medical Absence or Withdrawal, you will be required to complete an additional Medical Certification Form available from the Cary Academy Business Office. A physician not related to the student will be required to provide certification that the student’s medical injury or illness prevents him/her from attending classes. In the event of a medical absence, reimbursement will only be provided for the dates certified by the physician.

**Appeals**

Appeals regarding reimbursements made or not made under the terms of this Plan must be filed within 60 calendar days of the postmark date of the reimbursement check or notice of denial. All appeals are to be made in writing to the Head of School and his/her decision is final.

**Exclusions and Other Terms**

The Plan does not provide benefit reimbursement for *medical withdrawals or absences* due to the following: pregnancy and/or childbirth; suicide, or intentionally self-inflicted injury or illness; use of drugs, narcotics or other agents which are illegal or not prescribed by a physician; nuclear reaction, radiation or radioactive contamination; alcoholism or use of alcohol; war or any act or war of terrorism; injury or sickness if during the 180 days preceding a student’s first date of enrollment in the Tuition Refund Plan, he/she received medical care, consultation, medication or treatment for the claimed illness or injury.

The School reserves the right to request an additional medical examination, at the School’s expense, using a mutually agreed-upon physician, for all medical absence and withdrawal claims.
The Plan does not provide benefit reimbursement for *non-medical withdrawals or dismissals* due to the following: war or any act of war or terrorism; rebellion, riot, or civil commotion; destruction of any school facility due to any cause; the inability of Cary Academy to operate and provide academic instruction (including closure for any reason); boycotting or failure to attend classes for any reason other than medical injury or illness; early completion of academic requirements or early graduation.