



PHONE 423/267-8546

Dear Parents:

RE: Tuition Refund Plan

As you know, our students are enrolled for the full academic year and no adjustment of annual charges can be made by the school for absences, withdrawal or dismissal.

This policy is necessary as the school has continuing expenses such as plant maintenance and faculty salaries. In order to plan and maintain these services for the year, it is essential that the annual tuition income charges be stabilized. We are pleased to announce that we have made arrangements, under the Tuition Refund Plan, for you to insure your annual financial obligation.

This plan will provide an allowance of tuition charges in the event of withdrawal of a student or dismissal by the school. The plan is fully described in the enclosed folder.

The cost is 0.8% of the **annual** tuition for 2018-2019. If choosing to pay tuition in installments, the premium charge is required, and will be added to your FACTS account. If you are paying tuition in one payment and you have opted to buy the insurance, the premium charge will be added to your June invoice.

Sincerely,

O. J. Morgan
Headmaster