



# Tuition Protection Plan

## Rationale & Purpose

The cost of a quality private school education is substantial. At PacBay, we recognize that sometimes in life circumstances arise that might require a student to withdraw during the school year. Because payment for tuition is non-refundable, non-waivable it may be in the best interest of parents/guardians to see some form of tuition relief should such a situation arise.

The purpose of the Tuition Protection Plan is to allow partial refund/waiver of tuition owed under the annual tuition contract in the event of a student’s withdrawal or dismissal. This plan provides a means to recover a percentage of the fees paid/or waiver of a percentage of fees owed for tuition if a student withdraws before the end of the academic year.

For purposes of determining the amount of tuition refund or waiver, please note that tuition is calculated on the basis of twelve monthly segments, with the first three segments attributable to the months of May, June, and July. Regardless of when a student withdraws from school, these three monthly segments plus all tuition through the date of withdrawal are not included in the amount of the tuition refund or waiver and will not be refunded even if the student withdraws prior to commencement of the school year.

## Plan Coverage & Definitions

Tuition will be refunded or waived for the period following withdrawal for the reasons and at the percentages listed below:

Withdrawal for Medical Reasons..... 100% of tuition for period following withdrawal

Includes disability or mental disorder certified by a licensed doctor that prevents enrollment in a school environment for the remainder of the current school year. A request for medical withdrawal must be received before any other reason for withdrawal.

Withdrawal for Non-Medical Reasons..... 50% of tuition for period following withdrawal

Voluntary withdrawal

Dismissal from School..... 25% of tuition for period following dismissal

Students dismissed from the school for academic or disciplinary reasons.

## Fee and Deadline

The fee for the Annual Tuition Protection Plan is \$300 per enrolled student for the 2026 -2027 academic year. The fee is billed through Blackbaud Tuition Management and debited with your first tuition payment in May. The deadline to elect this plan is April 30.

## A Reminder

A reminder, if a family chooses to discontinue enrollment with PacBay for the next academic year, the family must notify PacBay prior to February 15th of the current academic year. In other words, families who do not notify the school by February 15th regarding their withdrawal for the next academic year will be responsible for paying the full balance of annual tuition for the next academic year.

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