



# **TUITION PROTECTION PLAN (TPP)**

## **Tuition Payment Plans**

There are three tuition payment plans available:

- **Option 1: SINGLE PAYMENT PLAN:** Payment will be drafted through F.A.C.T.S. by June 5th
- **Option 2: TWO PAYMENTS PLAN:** 1<sup>ST</sup> payment will be drafted through F.A.C.T.S. on or before June 5th and 2<sup>nd</sup> payment drafted by February 20<sup>th</sup>
- **Option 3: MONTHLY PAYMENT PLAN:** 1 payment per month on the: 5th or 20th & Number of payments to be drafted: 10 or 12

## **Tuition Protection Plan**

*When unforeseen qualifying events occur, make sure that your tuition is protected!*

### **Why do you need The TPP?**

Each school year all families enter a contract with ACS whereby they are financially obligated to pay the full annual tuition for their child to attend the school, regardless of withdrawal or inability to pay. The TPP provides peace of mind for families who cannot or do not wish to be exposed to the possible loss of thousands of dollars in tuition charges.

If your son or daughter experiences a qualifying event, the TPP will waive your tuition obligation (subject to the terms of the plan) to the school on your behalf to help you meet your existing obligation.

### **What the Plan Covers?**

Every year, unforeseen circumstances require some students to withdraw from school. The following are examples of reasons why:

- Injury or Sickness
- Job Transfer
- Involuntary Loss of Income
- Involuntary Unemployment
- Death of Tuition Payor
- Academic/Disciplinary Withdrawal
- Voluntary Withdrawal

## Frequently Asked Questions

### Q: Must I participate in the TPP?

A: The Tuition Protection Plan is mandatory for all monthly and bi-annual payment plans. All families whose accounts are paid in full by June 5th are highly encouraged to purchase the TPP to protect their tuition investment should a qualifying event occur. ***Without the TPP, parents will be responsible for 100% of tuition even if an unforeseen circumstance, withdrawal, dismissal or expulsion occurs.***

### Q: What is the cost of the TPP?

A: The cost of the Tuition Protection Plan is \$150 per student. Payment is due with submission of the enrollment contract.

### Q: What is a qualifying event?

A: Qualifying events are specific unforeseen circumstances that arise during the school year that result in either the inability to pay your contracted tuition obligation or a withdrawal.

## Qualifying Events the Plan Covers

### Tier 1 - 100%

- Medical Disability - The plan will waive 100% of remaining unused yearly tuition (less all fees and tuition assistance), provided the student's injury or illness forces the student to withdraw from school. Covered tuition is waived retroactive to the date of withdrawal notice accompanied by a licensed physician's recommendation for withdrawal.
- Death of tuition payor or spouse of tuition payor – The plan will waive 100% of the full academic year's tuition (less all fees and tuition assistance) for the current school year, allowing the student to complete the academic year. Covered tuition is waived retroactive to the date of death. The tuition payor is the person or persons financially responsible for tuition per the enrollment contract.
- Involuntary unemployment of tuition payor or Involuntary wage reduction of greater than 15% of household income over 3 or more months – The plan will waive 100% of remaining yearly tuition (less all fees and tuition assistance) for the current school year, requiring the student to withdraw for the academic year. Loss of income must be greater than 15% of the household income. The tuition payor is the person or persons financially responsible for tuition per the enrollment contract.
- Academic/Disciplinary withdrawal or expulsion – The plan will waive 100% of remaining unused yearly tuition (less all fees and tuition assistance), provided the principal has recommended the student withdraw or be expelled due to academic or

disciplinary reasons. Covered tuition is waived retroactive to the date of the withdrawal or expulsion.

### **Tier 2 - 75%**

- Mental health conditions - The plan will waive 75% of remaining unused yearly tuition (less all fees and tuition assistance), provided the student's physician diagnoses a mental health condition as referenced in DSM V. Covered tuition is waived retroactive to the date of withdrawal notice accompanied by a licensed physician's recommendation for withdrawal.

### **Tier 3 - 50%**

- Job transfer – The plan will waive 50% of remaining unused yearly tuition (less all fees and tuition assistance), provided the student's family has a job relocation of greater than 50 miles from the ACS campus or available bus route. Covered tuition (less all fee and tuition assistance) is waived retroactive to the date of the last day of classes attended.
- Involuntary unemployment of tuition payor or Involuntary wage reduction of greater than 15% of household income over 3 or more months - The plan will waive 50% of remaining unused yearly tuition (less all fees and tuition assistance) for the current school year, allowing the student to complete the academic year. Loss of income must be greater than 15% of the household income. Covered tuition (less all fees and tuition assistance) is waived retroactive to the 91st day following the continued involuntary wage reduction of greater than 15% of household income.
- Voluntary withdrawal – The plan will waive 50% of remaining unused yearly tuition (less all fees and tuition assistance) for all other withdrawals. Covered tuition is retroactive to the date of the last day of classes attended.

### **Definitions and Conditions:**

- Waivers are based on actual calendar days in the school year (excluding weekends and holidays) beginning with the first day of formal academic instruction (excluding pre-season athletic practice, orientation, registration and open house) and ending with the last day of formal academic instruction, including examinations. (i.e., The prorated tuition is from the date of separation to the end of the academic year. Parents are responsible to pay tuition for the entire month in which the withdrawal occurs regardless of how many days the student was enrolled.)
- “Withdrawal or absence for medical reasons” means complete, involuntary severance from classes as certified to and regularly treated during the period of care by a legally qualified medical practitioner, not related to the student.
- “DSM V” is the American Psychiatric Association’s Diagnostic and Statistical Manual Fifth Edition.
- “Scholastic or disciplinary reasons” must be at the recommendation of the Principal.

- “Remaining, unused yearly tuition” means the portion of tuition paid or payable by the parent/financially responsible party for the remaining time in the current school year after the student’s withdrawal or dismissal. (i.e., The prorated tuition is from the date of separation to the end of the academic year. Parents are responsible to pay tuition for the entire month in which the withdrawal occurs regardless of how many days the student was enrolled.)

### **Period of Waiver**

COVERED TUITION IS EFFECTIVE UNDER THE PLAN AS FOLLOWS:

- MEDICAL (Tier 1 - Medical Disability & Tier 2- Mental Health Condition): From July 1st through the last day of the academic year.
- NON-MEDICAL: For the entire academic year after meeting a sixteen-day attendance requirement
- LATE-ENTERING STUDENTS: Medical waiver begins on the date the \$150 fee is received. Non-medical coverage is effective after the student has satisfied the sixteen-day attendance requirement.

### **Request for Waiver**

Requests for Waiver forms with instructions are available at the Registrar Office. Requests for Waiver must be reported within 30 days from the date of the qualifying event. The same qualifying event may not be filed on a Request for Waiver two years in a row. Waiver will be applied to the student’s account. Credit balances not required to settle your account, if any, will be returned to you.

### **Cost**

The cost of the Tuition Protection Plan is \$150 per student. Fee payment is due with the enrollment contract. All families are highly encouraged to purchase the plan.

### **Exclusions**

*Not Covered Under the Plan*

### **Medical withdrawal or absence due to:**

1. War or any act of war
2. Taking part in a riot
3. Pregnancy and/or childbirth
4. Use of any drug, narcotic, or agent which is similarly classed or has similar effect unless given by and while under the care of a doctor
5. Suicide or intentionally self-inflicting injury or self-inflicted sickness
6. Alcoholism or use of alcohol
7. Nuclear reaction, radiation, or radioactive contamination
8. Failure to attend classes for any reason other than injury or sickness

9. Injury or illness (including mental health conditions) if during the 180 days preceding and including the waiver effective date, there was medical care, advice, consultation, or treatment for the condition, or if symptoms of the condition were present

#### **All Other Events:**

1. Being inducted into the armed forces or being assigned alternative duty in lieu of active military service
2. Any hostile or warlike action
3. Rebellion, riot, or civil commotion, any order of a de jure or de facto governmental or sovereign power directed to the student
4. Nuclear reaction, radiation, or radioactive contamination
5. Destruction of any school facility due to any cause
6. Inability of the school to operate and provide formal academic instruction including closure for any reason
7. Temporary non-medical absences, suspensions, or schedule reductions
8. Boycotting of classes by the student
9. Completion of academic requirements or early graduation
10. Any withdrawal or dismissal prior to or within the first fourteen consecutive calendar days beginning with the student's first class day of attendance in the academic year

#### **How the Tuition Protection Plan Operates?**

Upon receipt of completed Request for Waiver forms and required documentation, waivers are calculated and allocated in the manner set forth below. The academic year is considered the actual calendar days school is in session arising between the first class day of the school year in the fall and the last day of final exams at the end of the school year.

For example, Sample (K-6) Student's father was offered a job in Texas in September. The student's last day at ACS is September 27th, leaving 8 months remaining in the academic year valued at \$3,828.80. (Parents are responsible to pay tuition for the entire month regardless of how many days the student is enrolled that month.) When the father signed the contract at the beginning of the school year he committed to pay \$4,786.00, choosing the 10 month payment option. The family already paid \$1,914.40 toward that commitment leaving \$2,871.60. Because the qualifying event was a job transfer, the Tuition Protection Plan would waive 50% of the covered unused tuition (\$3,828.00) equaling \$1,914.40. By contract, the family still owes the remaining \$2,871.60 in tuition (\$4,786 less the \$1,914.40 he has already paid), but with the benefit of the Tuition Protection Plan waiving a portion of his obligation, the family will owe ACS a final payment of \$957.20.

Please see the chart below for examples of how the TPP protects the student’s family for other qualifying events. As you can see, for some situations, a Sample Student’s father may even get a portion of covered tuition paid back to him.

Total annual tuition under contract	100%	\$4,786.00
Typical amount paid by September 27th (10 month plan) Monthly Payments of \$478.60 beginning in June	4 out of 10 months	\$1,914.40
Remaining amount due to ACS	6 out of 10 months	\$2,871.60

One of the following waiver examples would apply:

	100% Medical Waiver	75% Dismissal	50% Job Transfer
Total Annual Tuition Under Contract	\$4,786.00	\$4,786.00	\$4,786.00
Total Months Tuition Used x Monthly Amount (ACS retains this amount)	2 months (Aug. & Sept.) <u>x \$478.60</u> \$957.20	2 months (Aug.- Sept.) <u>x \$478.60</u> \$957.20	2 months(Aug. & Sept.) <u>x \$478.60</u> \$957.20
Remaining Months Owed (Oct.-May); Amount Eligible for Waiver	\$3,828.80	\$3,828.80	\$3,828.80
Waiver Amount Awarded (credited to student account) based off of Tier Eligibility	(\$3,828.80)	(\$2,871.60)	(\$1,914.40)

**From the amount eligible for Waiver, ACS will retain the used tuition (based off of the number of months the student has attended).**

	100% Medical Waiver	75% Dismissal	50% Job Transfer
Total Annual Tuition Under Contract	\$4,786.00	\$4,786.00	\$4,786.00
Waiver Amount Awarded (credited to student account) based off of Tier Eligibility	(\$3,828.80)	(\$2,871.60)	(\$1,914.40)
Adjusted Tuition After Waiver Credit is Applied	\$957.20	\$1,914.40	\$2,871.60
Less Total Tuition Payments Received Since June	\$1,914.40	\$1,914.40	\$1,914.40
Due (to) from family	(\$957.20)	\$0.00	\$957.20