



Enrollment Contract Information 2024-2025

Greetings from Concord Academy. This booklet contains helpful information regarding your enrollment contract, enrollment deposit, tuition payment options, and tuition refund insurance. If you have any questions after reviewing this information, please reach out to studentcontracts@concordacademy.org We'll be glad to be of assistance!

- **Enrollment Contract Instructions A1**
- **Wiring Instructions B1**
- **Tuition Refund Insurance C1-C4**

Please review your 2024-2025 student enrollment contract carefully and make your selections accordingly. Please pay careful attention to the payment plan that you select as well as the tuition refund insurance requirements. **Families with more than one student at Concord Academy must select the same payment plan option for all students.**

As you are making your contract selections, it is important to note that if you select payment plan A and pay in full by July 1, 2024, you have the option of either purchasing tuition refund insurance or opting out of it. If you select payment plan B or C, tuition refund insurance is mandatory. More information regarding tuition refund insurance may be found on pages C1-C4.

Please complete your student enrollment contract electronically and forward the required registration deposit, as shown on your contract, to Concord Academy. Deposits may be paid by check, wire, ACH, or money order. We are unable to accept credit card payments for your deposit at this time. Checks or money orders should be made out to "Concord Academy" and mailed to Concord Academy, 166 Main Street, Concord, MA 01742 Attn: Finance Office. You may also deliver your check or money order directly to the Finance Office located on the second floor of Aloian, 166 Main Street, Concord, MA 01742. If you require the wiring instructions for Concord Academy you will find them on page B1.

Upon receiving both your student enrollment contract and the accompanying deposit, we will process your contract and set up your Blackbaud Tuition Management account for the 2024-2025 school year based upon the contract selections you've made. You will receive an email from Concord Academy containing your executed contract and additional emails from Blackbaud Tuition Management with important details about your account. Please pay careful attention to the information in these emails.

Please note that the initial contract deposit must be sent directly to Concord Academy, but that you will subsequently receive billing statements from Blackbaud Tuition Management and tuition payments should be made directly to them. Blackbaud Tuition Management offers several payment options, including credit cards. Please be aware that there is a convenience fee for the use of credit cards which cannot be waived. Blackbaud Tuition Management also has their own wire account and can accept payments over the phone. For additional assistance with your account, please contact the Blackbaud Tuition Management parent support line number at 888-868-8828.

We are happy to help you with any questions you have about the student contract enrollment process. Please feel free to email us at studentcontracts@concordacademy.org and we will respond as quickly as possible.

Concord Academy is happy to accept wire transfers for the payment of student enrollment deposits.

To be certain that funds are credited properly, please be sure that the following information is included in your wire transfer instructions:

- Student's full name
- Student's Concord Academy ID number, (located on the student contract)
- Purpose of the funds (i.e. enrollment deposit)

DOMESTIC INCOMING WIRES:

Beneficiary Bank Name:

M & T Bank, One M & T Plaza, Buffalo, New York, USA 14203

Beneficiary Bank ABA/Routing: #022000046

Account: #400696226

Address: Concord Academy Wire Account, 166 Main Street, Concord, MA 01742

INTERNATIONAL INCOMING WIRES: US FUNDS

Beneficiary Bank SWIFT Code: MANTUS33

Beneficiary Bank Name:

M & T Bank, One M & T Plaza, Buffalo, New York, USA 14203

Beneficiary Bank ABA/Routing: #022000046

Account: #400696226

Address: Concord Academy Wire Account, 166 Main Street, Concord, MA 01742

WHY DO YOU NEED THE TUITION REFUND PLAN?

Your financial obligation to the school is for the full annual tuition as stated in the school's enrollment contract. The school cannot refund tuition or cancel unpaid obligations if a student is forced to withdraw during the academic year.



The Tuition Refund Plan is in use at over 1200 leading independent schools and colleges.

If your student withdraws, the Tuition Refund Plan will pay benefits (subject to the terms of the policy and the amount insured) to the school, which provides substantial assistance in meeting your financial obligation.

Every year, thousands of students must withdraw from private schools. The following are examples of reasons why:

- Family Move
- Job Loss
- Injury or Sickness
- Disciplinary Dismissal
- Death of Parent or Student
- Scholastic Difficulties
- Financial Problems
- Mental Health Conditions
- Change of Objective

This leaflet explains how to protect your tuition commitment against unforeseen withdrawals or dismissals. The Plan provides substantial insurance protection at a modest cost.

WHAT THE PLAN COVERS

Withdrawal or absence for medical reasons

- The Plan will pay 75% of the unused yearly insured fees, provided the student's injury or sickness forces the student to withdraw from school or medical absence lasts for 31 or more consecutive calendar days (including weekends and holidays). Benefits are paid retroactive to the first day of medical absence.
- The Plan will pay 75% of the unused yearly insured fees, provided the student's mental health condition, as referenced in DSM V, forces the student to withdraw from school or medical absence lasts for 31 or more consecutive calendar days (including weekends and holidays). Benefits are paid retroactive to the first day of medical absence.

Withdrawal for other than medical reasons

(Examples include: moves, change of objective, financial hardship and voluntary withdrawals.)

- The Plan will pay 60% of the unused yearly insured fees provided the student has withdrawn from school after attending more than fourteen consecutive calendar days (including weekends and holidays) beginning with the student's first class day of attendance in the academic year.

Dismissal from the school

- The Plan will pay 75% of the unused yearly insured fees provided the student is dismissed from the school after attending more than fourteen consecutive calendar days (including weekends and holidays) beginning with the student's first class day of attendance in the academic year.

DEFINITION AND CONDITIONS



- The “academic year” (referred to as “period of coverage” in the policy) upon which benefits are based consists of the actual calendar days in the school year (including weekends, holidays and vacations) beginning with the first day of formal academic instruction (excluding pre-season athletic practice, orientation, registration and graduation days) and ending with the last day of formal academic instruction, including examinations.
- “Withdrawal or absence for medical reasons” means complete, involuntary severance from classes as certified to and regularly treated during the period of coverage by a legally qualified medical practitioner, not related to the student.
- “DSM V” is the American Psychiatric Association’s Diagnostic and Statistical Manual.
- “Withdrawal for other than medical reasons” means complete, voluntary severance from classes for the balance of the academic year.
- “Dismissal” means complete, involuntary severance from classes by the school authorities for scholastic or disciplinary reasons for the balance of the academic year.
- “Unused yearly insured fees” means the portion of the insured fees paid or payable by the insured student/parent for the remaining time in the current school year after the student’s withdrawal or dismissal. (i.e., the prorated tuition insured from date of separation to the end of the academic year.)
- “Preschool” means any instruction, program or service rendered to students who attend early childhood, nursery or any other program for children prior to or below the kindergarten level.
- Medical benefit period ends immediately upon student’s resumption of classes at any school or upon becoming gainfully employed.
- Under this policy coverage ceases on the last day of formal academic instruction by the school for any reason. For preschool students the last day of academic instruction will include the school’s announcement/provision of any virtual, remote, online or similar type of education or service in lieu of education or services on the physical campus.
- Withdrawal or dismissal must result in the loss of scholastic credit at the school.

PERIOD OF COVERAGE

Coverage is effective under the Plan as follows:

MEDICAL: From August 1 through the last day of the academic year.

NON-MEDICAL / DISMISSAL: For the entire academic year after meeting the fourteen-day attendance requirement.

LATE-ENTERING STUDENTS who commence classes after opening day may enroll in the Plan provided premium is paid within 10 days after starting classes. Medical coverage begins on the date the premium is received. Non-medical coverage is effective after the student has satisfied the fourteen-day attendance requirement.

EXCLUSION

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. nuclear reaction, radiation or radioactive contamination 5. failure to attend classes for any reason other than injury or sickness 6. injury which occurred before the effective date of coverage.

Withdrawal for other than medical reasons or dismissal due to:

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 4. any order of a de jure or de facto governmental or sovereign power directed to the student 5. nuclear reaction, radiation or radioactive contamination 6. destruction of any school facility due to any cause 7. school bankruptcy, insolvency or other financial instability that results in school's inability to operate and provide formal academic instruction 8. school closure for any reason (for preschool students, closure includes the school's provision of any virtual, remote, online, or similar education or service in lieu of education services provided on the physical campus, beginning with date of announcement and regardless of resumption or intention to resume on the physical campus) 9. temporary non-medical absences, suspensions, changes from resident to day status or schedule reductions 10. boycotting of classes by the student 11. completion of academic requirements or early graduation 12. 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.

The logo for DEWAR, featuring the word "DEWAR" in a bold, blue, serif font.



CLAIMS

Claim forms with instructions are available at the school business office. Claims must be reported within 30 days from the date of separation. Benefit payment is made to the school to be credited to the student's account. Benefits not required to settle your account with the school, if any, will be refunded to you by the school.

COST

The cost of the Tuition Refund Plan is detailed in your enrollment materials. Written notification of enrollment in the Plan must be made by August 1, the effective date of the policy. Premium payment is due within ten days after the first class day of the academic year.