

Absence on account of sickness must be certified by a physician as necessary, and in such cases a deduction of one-half the regular charges will be made when the absence extends beyond two weeks. For absence of less than two weeks no deduction will be made.

No deduction will be allowed those leaving College during the last four weeks of the term.

To make such reduction would be putting a premium on irregularity. It is earnestly desired that students should be present at the organization of the School, both at the beginning of the year and at the opening of each term. No change in the classes can be made to accommodate those who are tardy in their return after the holidays. Tuition is received in four payments for the year. Pupils from a distance are required to board in the Institution, except in the case of those who have near relatives in town.

Whenever a pupil is entered in College, the Faculty consider that an implied contract is made between themselves and the patron, by which the latter is as much bound to continue the pupil in College until the close of the session as the Faculty are bound to instruct her for that time. Those who take away their daughters for a few days, without weighty reasons for such absence, not only impair the scholarship of their daughters, but impose unnecessary trouble upon the Faculty, and introduce a restlessness in the minds of all, very unfavorable to study.

#### LEAVING THE COLLEGE.

It is requested that definite and particular arrangements be made by Parents and Guardians, and indicated to the Governor of the Institution, respecting the leaving of the Students at the close of the session, the time of their leaving, and the company with whom they shall leave.

All payments of money due the College must be made before the Student leaves.

Notice of a month should be given to the Governor before the removal of a Student.

#### REDUCED RATES ON RAILROADS.

The various Railroads leading to Hamilton issue return tickets to our students and visitors at the usual reduced rates for holidays and commencement week.

#### CORRESPONDENCE.

All correspondence respecting any of the departments of Instruction, the admission or withdrawal of Students, their studies, etc., also letters pertaining to the finances of the College, or application for Catalogues, or information touching the College, should be addressed directly to the Principal.

Confidential letters regarding the personal interests of a pupil should be addressed to Mrs. Dr. Burns, who has the immediate supervision of all matters relating to the health and general comfort of the young ladies.