

EMMA WILLARD SCHOOL

Pension and Welfare Benefits Administration

Secretary of Labor
Top Hat Plan Exemption
Employee Benefits Security Administration
Room N-5644 - U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, D.C. 20210

2520043381212

Re: Name of Client, Inc. 457(f) Supplemental Executive Retirement Plan

Dear Secretary:

Pursuant to Section 2520.104-23 of the Department of Labor's Regulations, this letter will serve as notice that, with respect to Emma Willard School Supplemental Executive Retirement Plan (the "Plan"), the undersigned intends to utilize the alternative form of compliance with the reporting and disclosure requirements of Part 1 of Title I of the Employee Retirement Income Security Act of 1974 ("ERISA"), which alternative form of compliance is provided in the aforesaid Regulations Section.

Pursuant to Regulations Section 2520.104-23(b), the following information is provided:

1. Name and Address of Employer – Emma Willard School
285 Pawling Avenue
Troy, NY 12180
2. Employer's Employer Identification Number 14-1338390
3. The Employer hereby declares that it maintains the Plan primarily for the purpose of providing deferred compensation for a select group of management or highly compensated employees.
4. The Employer hereby states that it maintains only the Plan primarily for the purpose of providing deferred compensation for a select group of management or highly compensated employees. The Plan is expected to cover one (1) employee.

Pursuant to Regulations Section 2520.104-23(b)(2), the Employer will provide Plan documents, if any, to the Secretary of Labor upon request as required by Section 104(a)(1) of ERISA.

Very truly yours,

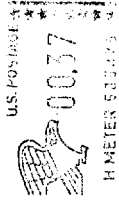
Print Name: Vanessa Leassener

Print Title: CFO

Date: 6-29-04

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285 Pawling Avenue
Troy, New York 12180-5294



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