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July 30, 2004

Certified Mail
Return Receipt Requested

Secretary of Labor
Top Hat Plan Exemption
Pension & Welfare Benefits Administration, Room N-5644
U.S. Department of Labor
200 Constitution Avenue, NW
Washington, DC 20210

Subject: Virginia Association of Independent Schools
Executive Director's Deferred Income Plan

Dear Sir or Madam:

This letter is intended to satisfy the alternative reporting and disclosure requirement under PWBA Reg. § 2520.104-23 for certain executive deferred compensation plans maintained by the Virginia Association of Independent Schools (VAIS) (EIN: 54-1080608), 6802 Paragon Place Suite 525, Richmond, VA 23230. The plan referenced below is maintained by VAIS primarily for the purpose of providing deferred compensation for a select group of management or highly compensated employees. The benefits under the plan are paid exclusively from VAIS' general assets, from insurance contracts the premiums for which are paid from VAIS' general assets, or a combination of both. The plan and the number of employees eligible to participate in each are as follows:

Plan Name

Eligible Employees

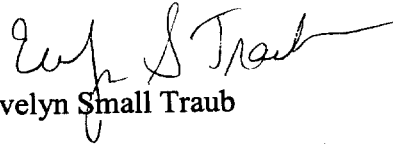
Virginia Association of Independent Schools
Executive Director's Deferred Income Plan

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Secretary of Labor
July 30, 2004
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Should you need additional information or copies of the plans, please do not hesitate to contact me.

Sincerely,



Evelyn Small Traub

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cc: Ms. Sally K. Boese

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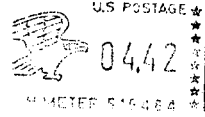
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