



The San Francisco School Enrollment and Tuition Policy 2009-2010

Enrollment Requirements

A \$1,000 non-refundable one-time enrollment fee, **payable to The San Francisco School**, is due with your completed enrollment form on the due date stated in your child's acceptance letter. New pre-school children are phased in gradually during the first month of school.

- Students entering by September 11th will be charged tuition for the full year.
- Students entering between September 14th and September 18th will receive a \$150 discount.
- Students entering between September 21th and September 25th will receive a \$300 discount.
- Students entering after September 28th will receive \$300 and tuition will be prorated daily beginning October 1st to the actual start date.

Discounts will be refunded by December 1, 2009.

Tuition Payment Options

To help you manage costs, we strive to provide affordable and convenient payment options. Thus, we offer three tuition payment options from Tuition Management Systems (TMS), specialists in education and financing. You will select your payment plan option directly on the Billing Form and the school will set up your TMS account for your tuition balance. TMS will send you a billing statement approximately 25 days prior to each payment due date. Payments are due on the first of the month. You may make payments by check, money order, or direct debit payable to **Tuition Management Systems**. Please allow enough time to assure on-time payment. If you have any questions about your payments, simply call TMS at 1-800-722-4867, and one of TMS' education payment partners will be happy to assist you. Questions about the amount of your bill or changes to your account should first be directed to Miriam Phillips here at school (mphillips@sfschool.org).

Following is a summary of the payment plan options being offered next year for the balance of your child's tuition:

1. **One Payment** 100% of tuition balance due on August 1, 2009. Late fee applies.*
2. **Four Payments** Tuition payments due quarterly on July 1, 2009, September 1, 2009, November 1, 2009 and January 1, 2010. This plan includes a billing enrollment fee of \$42 but no finance charge. Late fee applies.
3. **Ten Payments** Tuition payments due monthly, starting July 1, 2009 and ending April 1, 2010. This plan includes a billing enrollment fee of \$150, but no finance charge. Late fee applies.

Tuition Fees

* For all payment options a flat late fee of **\$20.00** is assessed after a 10-day grace period for each month that a payment is past due.

Following are the 2009-10 tuitions for pre-school through fifth grade and for middle school, with a breakdown of payment amounts and due dates for each tuition payment plan.

	Due Dates	Pre-School through Elementary (PS - 5th)	Middle School (6th - 8th)
Tuition/Trips**		19,950	21,520
One Payment Plan	8/1/09	19,950	21,520
Four Payment Plan (includes \$42 fee)			
Quarterly Installments	7/1/09 9/01/09 11/1/09 1/1/10	4,998	5,391
Total		19,992	21,562
Ten Payment Plan (includes \$150 fee)			
Monthly Installments	7/1/09 through 4/1/10	2,010	2,167
Total		20,100	21,670
** Tuition includes all overnight trips			

Payment

Selection of your payment option should be made on the Billing Form. Please keep in mind that the tuition payment plan is not a loan. A flat late payment fee of **\$20 per month** will be applied to delinquent amounts. If a payment is more than 45 days in arrears, the child may not be permitted to continue attending school. Payment of tuition is considered the joint responsibility of the parents or guardians listed on the initial application and subsequent re-enrollment forms. Records of the account may be made available to either parent.

Tuition Refunds

The school cannot reimburse parents for absence due to illness or temporary withdrawal. There will be no refund for a withdrawal during the last three months of the school year (April-June) in the Preschool and no refund for withdrawal **at any time** during the year for the Elementary or Middle School program. A parent wishing a refund must give written notice of intention to withdraw one month prior to the date of withdrawal.

One-Year Withdrawal

Occasionally a family wishes to temporarily withdraw (or not re-enroll) their child for a full school year. In order to guarantee that the space will remain open for your child, SFS requires 75% of full tuition for the year that the child is absent. A re-enrollment application must be completed requesting the space to be held open and agreeing to pay the partial tuition. No deposit will be required until the February prior to the child's return to school. Tuition can either be billed through the school's outside billing service or full payment can be made in advance directly to SFS. No tuition reduction is offered for a partial year leave.

Extended Daycare – Please Read Carefully

Extended daycare is available for advance purchase in blocks (see chart below). Daycare is

from 7:30 to 8:00 am and from 3:15 to 6:00 pm. There is no extra charge in the morning if your child arrives at school after 8:00 am. To participate in the Extended Day Program, you will be asked to pre-pay a **minimum of 10 daycare blocks** (15 hours of daycare).

Any child who arrives before **8:00 am** will be charged $\frac{1}{2}$ (0.5) block. The after-school program will be divided into **two 90-minute blocks**.

- The first block will be from **3:00 to 4:30 pm**. Any child at school after **3:15 pm** will be charged one minimum 90-minute block.
- The second 90-minute block will be from **4:30 to 6:00 pm**; however, if you pick up your child between **4:30 and 5:15 pm** you will be charged 1.5 blocks; if you pick up your child between **5:15 and 6:00 pm** you will be charged 2 full blocks.
- There will be a **$\frac{1}{2}$ block per minute late fee** if your child is not picked up by **6:00 pm** when the school is officially closed.

The daycare payment information will be sent out together with your Emergency Release forms in late July. You will have the option of a 10-month daycare billing plan through TMS (September through June) or pre-paying in minimum 10-block increments directly to the school.

In general, with the exception of select Middle School programs (e.g. Yearbook, interscholastic sports teams) **whenever a child is at school before 8:00 am and after 3:15 pm they will be charged for daycare**. There will be additional fees (**on top of the daycare charge**) for special classes such as instrumental music, Mandarin, Spanish, chess and tutoring. These fees will be announced in advance of each session.

There is **no refund** for unused daycare hours, so please estimate your needs as closely as possible. With 172 school days, the maximum available blocks are 86 morning blocks and 344 afternoon blocks (total of 430).

Extended Daycare Rates		Number of Blocks (These are just examples; you may purchase any number of blocks)	Cost per Block	Total Amount	10-Pay Plan (including \$42 fee)	Monthly Payment (9/1/08 to 6/1/09)
		10 Pre-paid blocks	\$10.35	\$ 103.50	N/A	N/A
		50 Pre-paid blocks	\$10.35	\$ 517.50		
		80 Pre-paid blocks	\$10.35	\$ 828.00		
		100 Pre-paid blocks	\$ 8.80	\$ 880.00	\$ 922.00	\$ 92.20
		150 Pre-paid blocks	\$ 8.80	\$1,320.00	\$1,362.00	\$ 136.20
		Unlimited blocks (per student, excluding extra fees)	N/A	\$1,575.00	\$1,617.00	\$ 161.70
Time Period	# of Blocks	The price break is at 100 blocks. Unlimited daycare blocks cannot be used for extra fee classes.				
7:30 to 8:00 am	0.5	Please Note: <ul style="list-style-type: none"> You must purchase a minimum of 10 blocks (15 hours) to participate in the Daycare Program. All Daycare should be paid in advance unless you sign up for the 10-month billing plan with TMS (minimum of 100 blocks). Any unpaid daycare will be billed in January and July at a higher rate of \$10.50 per block. We strongly encourage you to pre-pay your fees. Elementary children on indexed tuition will each receive 30 free blocks of daycare intended to underwrite selected after-school activities such as sports and music classes. You must sign your child out each day with the time that you pick him/her up. If your child is not signed out you will be charged the full 2 blocks for the afternoon. 				
8:00 am to start	0					
3:00 to 4:30 pm	1.0					
3:00 to 5:15 pm	1.5					
3:00 to 6:00 pm (penalty of ½ block/minute after 6 pm)	2.0					

Indexed Tuition

The San Francisco School is committed to assuring accessibility to and economic diversity of the school. For this reason, not every student is charged the same tuition. Families that apply and qualify for reduced tuition pay a tuition level that takes into consideration what they are able to afford, based on a complex calculation done through the school and Student Service (SSS), a financial service of the National Association for Independent Schools. The school considers this calculation together with each family's special circumstances and available funds (over \$1 million next year). This year 30% of our students pay tuitions that are below the maximum.

Once a student is awarded an "indexed tuition", the school is committed to continuing to set

their tuition at a level that reflects their family's calculated ability to pay. If you are paying the maximum tuition for your child/ren and you wish to be considered for an indexed tuition, please submit an application. The school reserves some funds each year for families whose circumstances have changed or who can no longer afford full tuition. Applications may be picked up in the office and were due to the school on Friday, February 2, 2009. If you missed the deadline for submitting the Personal Financial Statement to the SSS in Pittsburgh, please contact Miriam Phillips in the Business Office ASAP. The first round of indexed tuition decisions for returning families will be made by February 27, 2009. Preference for indexed tuition goes to continuing students with all information submitted in a timely manner. **For families on indexed tuition, the re-enrollment deposit is 10% of the amount you paid in tuition for the current year;** your deposit remains refundable until the decisions have been announced.

Beyond Tuition

Since tuition does not pay the full cost of a child's education at The San Francisco School, all families are expected to participate in the Annual Fund and in periodic campaigns for capital improvements at a level consistent with their capability. This participation is key to maintaining moderate tuition and an economically diverse student body. In addition to voluntary financial contributions, parent participation is essential to the overall functioning of The school. We expect all school parents to be personally involved as volunteers in a capacity appropriate for their interests and skills.