



The San Francisco School Enrollment and Tuition Policy 2010-2011

Enrollment Requirements

A \$1,000 non-refundable one-time enrollment fee, **payable to The San Francisco School**, is due with your completed **SFS 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 10th will be charged tuition for the full year.
- Students entering between September 13th and September 17th will receive a \$150 discount.
- Students entering between September 20th and September 24th will receive a \$300 discount.
- Students entering after October 1st will receive \$300 and tuition will be prorated daily beginning October 2nd to the actual start date.

Discounts will be refunded by December 1, 2010.

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 enclosed triplicate **TMS Tuition Payment Plan Options Form**; SFS 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 no later than the **fifth** of the month. You may make payments by check or money order payable to **Tuition Management Systems**, or you may elect direct debit by filling in box # 3 on the form. Please allow enough time to assure on-time payment to avoid assessment of a \$40 late fee. 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. You may also access your account online at **afford.com**. Questions about the amount of your bill or changes to your account should first be directed to Rahna Brown in the Business office here at school (rbrown@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 5, 2010. Late fee applies.*
2. **Four Payments** Tuition payments due quarterly on July 5, 2010, September 5, 2010, November 5, 2010 and January 5, 2010. This plan includes a billing enrollment fee of \$42

* For all payment options a flat late fee of **\$40.00** is assessed after the 5th of each month.

but no finance charge. Late fee applies.

- Ten Payments** Tuition payments due monthly, starting July 5, 2010 and ending April 5, 2011. This plan includes a billing enrollment fee of \$150, but no finance charge. Late fee applies.

Tuition Fees

Following are the 2010-11 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**			
One Payment Plan	8/5/10	20,510	\$22,120
Four Payment Plan (includes \$42 fee)			
Quarterly Installments	7/5/10 9/5/09 11/5/10 1/5/11	5,138 5,138 5,138 5,138	5,541 5,541 5,540 5,540
Total		20,552	22,162
Ten Payment Plan (includes \$150 fee)			
Monthly Installments	7/5/10 through 4/5/11	2,066	2,227
Total		20,660	22,270
** 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 **\$40 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. **Except for a one-month trial period to assure a good educational fit for new pre-school students**, 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.

Family Partnership

In order for the school to work successfully with students, it is necessary that parents/guardians be involved. On rare occasions it can happen that the match between the parents and the school is not a good one. In the event that the relationship between the parents and the school deteriorates to the point of becoming disruptive and counterproductive, as determined by the Head of School, the school reserves the right to require that the family withdraw the student.

Extended Day – Please Read Carefully

Extended day is available for advance purchase in blocks (see chart below). Extended day 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 extended day blocks** (15 hours of extended day).

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 extended day payment information will be sent out together with your Emergency Release forms in late July. You will have two payment options: (1) a 10-month billing plan through TMS (a minimum of 100 blocks); or (2) pre-pay directly to The SFS.

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 extended day**. There will be additional fees (**on top of the extended day charge**) for special class offerings such as instrumental music, Spanish, chess and tutoring. These fees will be announced by e-mail each session and sign-ups or changes can be made on-line through your Drupal account. For students on Indexed Tuition the **extra fees** will be indexed at the same rate as the tuition. Your award letter will indicate what this rate will be for 2010-11.

There is **no refund** for unused extended day 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 Day 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 (9/1/10 to 6/1/11)
		10 Pre-paid blocks	\$10.65	\$ 106.50	N/A	N/A
		50 Pre-paid blocks	\$10.65	\$ 532.50		
		80 Pre-paid blocks	\$10.65	\$ 852.00		
		100 Pre-paid blocks	\$ 9.05	\$ 905.00	\$ 947.00	\$ 94.70
		150 Pre-paid blocks	\$ 9.05	\$1,357.50	\$1,399.50	\$ 139.95
		Unlimited blocks (per student, excluding extra fees)	N/A	\$1,600.00	\$1,642.00	\$ 164.20
Time Period	# of Blocks	The price break is at 100 blocks. Unlimited Extended Day 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 Extended Day Program. All extended day should be paid in advance unless you sign up for the 10-month billing plan with TMS (minimum of 100 blocks). You will receive periodic e-mail reminders of your account status. Any unpaid extended day will be billed in January and July at a higher rate of \$10.85 per block. We strongly encourage you to pre-pay your fees. Elementary children on indexed tuition will each receive 30 free blocks of extended day intended to underwrite selected after-school activities such as sports and music classes. Extended day billing is based on sign-out times; 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/min. after 6 pm)	2.0					

Indexed Tuition

The purpose of the Indexed Tuition Program is to assure the access and the economic diversity of the San Francisco 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 (\$1.028 million next year). This year 35% 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 his/her 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 in future years, please submit an application by February 1st of that year. The school reserves some funds each year for families whose circumstances have changed or who can no longer afford full tuition. If you missed the February 1, 2010 deadline for sending the forms to the SSS, please contact Miriam Phillips in the Business Office ASAP. Preference for indexed tuition goes to continuing students. For new families, rolling indexed tuition decisions are made simultaneously with admission decisions.

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.