

TILDEN PREPARATORY SCHOOL

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ALBANY & WALNUT CREEK POLICIES AND FEES SUMMER 2020

Welcome to Tilden Preparatory School. We look forward to providing your student with an engaging and successful academic experience. We have outlined our school policies and fees below.

TUITION

Courses	
One-to-one instruction for course credit or tutoring	\$90.00/hr
Group of two students (per student)	\$75.00/hr
Group of three students (per student):	\$70.00/hr
Study Hall, first five hours per week (<i>no charge for all additional hours per week</i>)	\$30.00/hr
SAT/ACT Preparation	\$100.00/hr
AP classes	\$95.00/hr

Class sessions are 55 minutes long; a five minute gap is included to allow teachers and students a brief break to transition to their next class. One session will be added at the end of each course for the grading of the student's final assessments. If you prefer, we can arrange for the student to be present for this activity to review and receive feedback about the final.

REGISTRATION & SCHEDULING

In order to register for classes and reserve a schedule, Tilden must receive all registration forms and your Registration Deposit. For registration forms submitted before April 15, schedules will be sent out at the beginning of May. For registration forms submitted after April 15, scheduling may take up to three weeks. **Please note that unlike classes during the academic year, summer classes are only scheduled Monday-Friday for one to three hours per day.** Once registration forms have been processed, you will receive a Welcome Email from the administration with a schedule, payment details, and important program information.

To confirm your schedule, you must respond to the Welcome Email approving the proposed schedule and submit your Registration Fee(s), Schedule Deposit, 4-week advance payment, and all course materials fees. If you need to withdraw after your schedule has been confirmed but prior to your scheduled start date, your Schedule Deposit is forfeit. For additional information on our Withdrawal Policy, please see [Page 3](#).

Registration Deposits & Fees	
Registration Deposit	\$200.00
Registration Fee (per semester course or tutoring appointment)	\$100.00
Schedule Deposit	50% of your 4-week advance payment

MATERIALS FEES

Book and course materials fees are due once a course has been scheduled. Textbooks must be returned within 30 days of the end of the course in order to receive reimbursement. For courses requiring a workbook or novel, additional fees may apply.

Book & Course Materials Fees	
Book Fees	
Textbooks (50% refundable upon return)	\$100.00
Workbook (If required)	Varies
Novels (If required)	Varies
Laboratory Course Materials Fees	
Regular science courses per semester	\$100.00
Honors science courses per semester	\$150.00
AP science courses per semester	\$200.00
Science 8 per semester	\$50.00
Science 6 and 7 per semester	\$25.00
Art Course Materials Fees	
Art (supplies, tools, etc.) per semester	\$125.00
AP Studio Art per semester	\$150.00
Photography per semester	\$100.00
Film Production per semester	\$100.00

STUDENT ABSENCES

Cancellations

Cancelled classes are billed at a reduced rate of \$50/hr. Parents are required to email the student's teacher(s) and the campus administration prior to the start of the scheduled session*. If a class is cancelled after the scheduled start time, it is considered a No Show and billed at the full rate. Students may not cancel their own classes. Email only (not a phone call) from a parent is required for all cancellations.

**To find a teacher's email address, please see instructions in the Parent Login Information document attached to the Welcome Email. Contact the administration at:*

Albany: adminalbany@tildenprep.com

Walnut Creek: adminwc@tildenprep.com

Cancellations	
Cancellation Rate	\$50.00/hr
No-Show Rate	Course Hourly Rate

Vacations

We strongly encourage families to take their planned vacations before the start of the student's summer course(s) or after the course(s) have been completed. Should a vacation occur in the middle of a summer course, all cancelled classes will be billed at the above Cancellation Rate of \$50.00/hr. We are not able to make courses inactive to accommodate vacations.

Group Class Cancellations & Vacations

All group class students must coordinate any planned absences or vacations in advance to coincide. In the event that one student is out and proper notice is provided prior to the start of class, the absent student will

be charged \$50/hr, and the remaining student(s) are billed at a rate corresponding to the number of students present. The absent student may need a makeup session, which will be billed at the one-to-one rate.

WITHDRAWAL POLICY

Withdrawal is when a student inactivates a course/tutoring after a schedule is confirmed and prior to completion or scheduled end date. We require a two-week notice of withdrawal. Notice must be submitted by email to the Heads of School. Upon withdrawal your Schedule Deposit is forfeited, or applied to the final two weeks of the course/tutoring.

If notice is given after your schedule has been confirmed but prior to your scheduled start date, your Schedule Deposit is forfeit.

ADDITIONAL COURSE INFORMATION

At-Home Instruction

Though rare, Tilden offers at-home instruction. The at-home option is limited based on teacher availability. If available, we are only able to schedule at-home instruction at the beginning or end of the teacher's day or at a home very close to campus.

Tuition: At-Home Instruction	
One-to-one instruction for course credit or tutoring	\$100.00/hr
One-to-one instruction for AP course credit or tutoring	\$105.00/hr
SAT/ACT Preparation:	\$110.00/hr
Group of two students (per student)	\$90.00/hr
Group of three students (per student)	\$85.00/hr

Travel Time

Travel time is charged in addition to instruction time based on the teacher's usual commute from/to home or work. The cost of travel time for group classes is divided by the number of students in the class (e.g., 60 minutes of travel = \$100.00 billed at \$50.00 each for two students).

Travel Time	
One-to-one Courses	\$100.00/hr
Group Courses	\$100.00/hr divided by the number of students

PAYMENT

Payment is required four weeks in advance for all services. All unused funds will be reimbursed by the 15th of the month following your student's final course completion. We accept checks, cash, credit cards (additional 2% fee applies), and wire transfers (additional bank fee of \$16 applies).

We do not mail or email bills. Instead, you will receive a notification email when your register balance falls below a certain amount. Notifications are sent at \$1,000, \$500 and \$250 for full-time students or at \$500 and \$250 for part-time students. Please make sure that your payment is mailed in time to reach us before your register reaches \$0. You will receive a notification email if the register drops to \$0. If your student is still taking courses at Tilden, it is essential that you bring payment that day in order to continue your student's courses or they will be put on hold until payment is made. If this occurs, we cannot guarantee that your student will have the same teachers or class times when classes resume.

Substitute Teachers

In the event of a teacher absence, we will schedule a substitute for your student for the course to stay on track. If you do not wish to have substitutes, please let us know on the registration form.

When a substitute teacher is arranged for your student's class, you will be informed by email of the date, class, name of the teacher, and their email address. If your student will be absent that day, it is your responsibility to send an email to the substitute teacher (as you would for your student's regular teacher) before the start of class to qualify for the reduced charge of \$50/hr (see Cancellations on page 2).

While we make every effort to arrange for substitute teachers, on occasion we may be unable to find a substitute teacher in time for your student's class. We will inform you and your student if this occurs and they will be able to join the study hall for that hour at no extra charge.

Note: Given availability, substitute teachers will be assigned to your student automatically unless you have indicated a preference for "No Substitutes" at the time of registration. This means that a same-day cancellation of a class with an assigned substitute will be considered a cancellation, and you will be charged for it as you would if you were cancelling a class with the regular instructor.

Placement Tests

Please note that if your student is taking this course in preparation for a placement examination, there is no guarantee that the student will be able to pass the exam.

Estimated Course Length

Tilden Preparatory School is a mastery learning program, which means that your student will work to reach an 80% (B-) or higher level of mastery in the course material. We can only estimate course length and are not able to guarantee how long any individual student will take to reach this level of mastery. Estimated course lengths range from 30 to 55 sessions per semester, depending upon the course. Please see the Parent and Student Handbook (page 6) for estimates of course length for specific courses.

Unfinished Summer Courses

If your student has not completed one or more summer courses by the end of our summer session, they will have the option to continue into the following school year until the courses are completed. In such cases, the student will need to transition to our school year schedule and cannot be guaranteed the same instructor or schedule for the course. Please see our 2020-2021 Policies and Fees document for additional information regarding scheduling during the school year.

Transferring Credit to Your School of Record

If Tilden is not your student's school of record, we advise you to obtain a written agreement from their high school guidance counselor before instruction begins for any course that will fulfill credits toward high school graduation. It is your responsibility to communicate with your student's school and know the policies about taking summer courses at other schools. Some schools have concurrent enrollment forms available; if they do not, a concurrent enrollment form can be sent upon request.

Transcripts

Upon completion of courses, you may request an unofficial transcript for your records. Official transcripts are mailed directly from Tilden Preparatory School to your chosen middle or high school. You need only supply us with the name of the school to which the transcript must be sent. We will request your verification that the transcript, as it is viewed online, is accurate. Please pay your balance prior to requesting transcripts. If you would like transcripts sent to colleges, we will supply sealed transcripts for pick up that you may send to the colleges. Please specify how many you need in your request and allow up to two business days after your request is received for a transcript to be prepared.

School Closures due to States of Emergency

While rare, circumstances outside Tilden's control may require school closure for one or more days. Should this occur and both teacher and student are well enough to conduct class, Tilden plans to have the class occur by Google Hangouts. This will provide consistency for the course, and for both the student and teacher.

If a teacher is unable to conduct the course, we will attempt to arrange a substitute teacher. If the student is unable to attend the class, the protocol will be as usual, but we will extend the lower cancellation rate (\$55/hr.) for all cancellations during the closure. In the event of a school closure, if the parent elects to withdraw the student, the usual withdrawal policy will apply, but at the reduced cancellation rate.

Please note that students must have internet access and a computer with a working camera and microphone to conduct remote classes.