



# TILDEN PREPARATORY SCHOOL

ALBANY & WALNUT CREEK

## POLICIES AND FEES ALBANY CAMPUS

### ACADEMIC YEAR 2022-2023

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:**

<b>Courses</b>	
One-to-one instruction for course credit or tutoring	\$110.00/session
AP classes	\$125.00/session
Group electives	\$40.00/session
Study Hall, first five hours per week <i>(no charge for all additional hours per week)</i>	\$30.00/session

*Class sessions are 50 minutes long; a ten 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 non-refundable Application Deposit - applied to tuition once courses begin. Once registration forms have been processed, you will receive a Welcome Email from the administration with a schedule, payment details, and important program information.

<b>Deposits</b>	
Full Time Application Deposit	\$500.00
Part-time Application Deposit	\$200.00

To confirm your schedule, you must respond to the Welcome Email approving the proposed schedule and submit your Registration Fee, Schedule Deposit, and 4-week advance payment. Full-time Registration Fee includes books, workbooks, activities, special lunches, labs, and supplies. If you need to withdraw after your schedule has been confirmed but prior to your scheduled start date, your Schedule Deposit is forfeited. For additional information on our Withdrawal Policy, please see below.

<b>Registration Fees</b>	
Registration Fee- Full Time	\$2,500.00
Registration Fee - Part Time (per semester course or tutoring appointment)	\$250.00
Schedule Deposit	20 school day deposit

## STUDENT ABSENCES

Absences are billed at a reduced rate of \$65/50-minute session for the first five absences of a semester course. Parents are required to email the student's teacher(s) and the campus administration prior to the start of the scheduled session.\* If a student is scheduled for more than 50 minute session in a given subject in a day, the absence is counted by the class session (ie. a student scheduled for 110 minutes would use 2 absences). If notification of an absence occurs after the scheduled start time, it is considered a No Show and billed at the full rate. Absences beyond the first five per semester course are billed at the full session rate. Students may not notify the school of their own absence. Email only (not a phone call) from a parent is required for all absence notifications.

*\*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:** [studentabsencealbany@tildenprep.com](mailto:studentabsencealbany@tildenprep.com)

**Walnut Creek:** [studentabsencewc@tildenprep.com](mailto:studentabsencewc@tildenprep.com)

**Remote Only:** [studentabsencereMOTE@tildenprep.com](mailto:studentabsencereMOTE@tildenprep.com)

Absences	
Reduced Rate	\$65.00/session
No-Show Rate	Course Session Rate

## WITHDRAWAL POLICY

Withdrawal is when a student inactivates a course/tutoring after a schedule is confirmed and prior to completion or the scheduled end date. We require a four-week notice of withdrawal. Notice must be submitted by email to the Heads of School. Upon withdrawal your Schedule Deposit is applied to the final four weeks (20 school days) of the course/tutoring, or forfeited if your student cannot attend. While it is understandable that a student's scheduling needs might change, doing so also requires a four week (20 school day notice) in order to withdraw from the reserved time in an active schedule to avoid forfeiting the Schedule Deposit; this is also required to pause between semester courses.

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

## Graduation Fee (Full-Time Students Only)

Graduation fees cover the administrative costs of processing a students' graduation and supporting their application to their next learning institution. Two letters of recommendation from teachers are included in the fee.

High School Students	\$500.00
Middle School Students	\$300.00

## PAYMENT

Payment is required four weeks in advance for all services. All unused funds will be reimbursed by the 15<sup>th</sup> of the month following your student's final course completion. We accept checks, cash, Visa cards (additional convenience 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.

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 \$65/session (see Absences on page 2). A same-day absence notification of a class with an assigned substitute will be considered an absence, and you will be charged for it as you would if you were absent from a class with the regular instructor.

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 session at no extra charge. Please note we are not able to arrange a substitute for an 8am class on a same-day teacher absence.

### **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. Please provide as much information as possible regarding the expectations for the exam so the teacher is able to emphasize concepts covered on the test.

### **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 8) for estimates of course length for specific courses.

### **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.

### **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 online technology. This will provide consistency for the course, and for both the student and teacher.

Please note that students must have internet access and a computer with a working camera and microphone to conduct remote classes. The expectation is that the student will be meeting from class from a secure, stationary environment that is conducive to learning