



TILDEN PREPARATORY SCHOOL

ALBANY & WALNUT CREEK

POLICIES AND FEES SUMMER 2022

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	\$110.00/session
Group of two students (per student)	\$100.00/session
Group of three students (per student):	\$95.00/session
AP classes	\$125.00/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 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 class sessions 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	\$500.00
Registration Fee (per semester course or tutoring appointment)	\$250.00
Schedule Deposit	20 school day deposit at the cancellation rate

STUDENT ABSENCES

Cancellations

Cancelled classes are billed at a reduced rate of \$65/session for the first 5 per semester course, up to 10 sessions in a single 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 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: cancellationsalbany@tildenprep.com

Walnut Creek: cancellationswc@tildenprep.com

Cancellations	
Cancellation Rate	\$65.00/session
No-Show Rate	Course Per Session 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, the cancellation policy will apply. 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 \$65/session, 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 four-week (20 school day) 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 four 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 will be forfeited. 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 or discontinue between semester courses.

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, Visa cards (additional 3.5% service 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 submitted 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 \$65/50-minute class session (see Cancellations on page 2). 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.

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. 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.

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.

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 2022-2023 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.

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.