



TILDEN PREPARATORY SCHOOL

ALBANY & WALNUT CREEK

POLICIES AND FEES ACADEMIC YEAR 2024-25 Returning Student

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 | \$120.00/session |
| AP classes | \$135.00/session |
| Group electives | \$60.00/session |
| Study Hall, first five hours per week <i>(no charge for all additional hours per week)</i> | \$45.00/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

To register for classes and reserve a schedule, Tilden must receive all registration forms and your Scheduling Deposit - applied to tuition once courses begin. Once registration forms are processed, you will receive a Schedule Confirmation email from administration with a schedule, payment details, and important program information.

| Deposits | |
|------------------------------|----------|
| Full Time Scheduling Deposit | \$500.00 |
| Part-Time Scheduling Deposit | \$200.00 |

To confirm your schedule, you must respond to the Schedule Confirmation email approving the proposed schedule and submit the Registration Fee, 20 School Day Deposit, and 4-Week Advance Payment. The 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 20 School Day Deposit is forfeited. For additional information on our Withdrawal Policy, please see below.

| Schedule Confirmation Fees | |
|---|-----------------------|
| Registration Fee- Full Time | \$3,500.00 |
| Registration Fee - Part Time (per semester course or tutoring appointment) | \$300.00 |
| 20 School Day Deposit | See Withdrawal Policy |

STUDENT ABSENCES

All student absences are billed at the full session rate. **We are not able to make courses inactive to accommodate vacations.** If a family chooses to schedule a vacation when a student is actively enrolled in a course, students are welcome to attend classes remotely.

To notify us that a student will be absent, parents are required to email the student's teacher(s)* and the campus administration prior to the start of a scheduled class.

Students may not report their own absences. Email only (not a phone call) from a parent is required.

**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: studentabsencesalbany@tildenprep.com

Walnut Creek: studentabsenceswc@tildenprep.com

Remote Only: studentabsencesremote@tildenprep.com

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, the 20 School Day Deposit is applied to the final four weeks (20 school days) of the course/tutoring, or forfeited if your student cannot attend.

If notice is given after a student's schedule has been confirmed but prior to the scheduled start date, the 20 School Day 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.

| Graduation Fees | |
|------------------------|----------|
| High School Students | \$750.00 |
| Middle School Students | \$500.00 |

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% 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 ensure that payment is submitted and processed in time 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 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 try to schedule a substitute for your student to stay on track.

When a substitute teacher is arranged for your student's class, you will be informed by email that includes 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. A same-day absence notification of a class with an assigned substitute will be considered an absence, and you will be charged as you would if 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 a 7:00 or 8:00 am 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** 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 obtaining a written agreement from their high school guidance counselor before instruction begins for any course that will fulfill credits toward high school graduation. 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 of Tilden's control may require school closure for one or more days. Should this occur, Tilden can provide remote classes.

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 for class from a secure, stationary environment that is conducive to learning.