



# Policies & Fees

## Academic Year 2025-26

Welcome to Tilden Preparatory School!

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

### TUITION

Courses	New Student / Returning
One-to-One Instruction for Course Credit or Tutoring	\$135/session; \$130/session
AP Classes	\$150/session; \$145/session
Group Electives	\$65/session
Study Hall, first five hours per week <i>(no charge for all additional hours per week)</i>	\$45/session

*Class sessions are 50 minutes long, with a 10-minute break for teachers and students to transition to the next class. An additional session will be added at the end of each course to grade the student's final assessments. If preferred, we can arrange for the student to be present during this session to review and receive feedback on their final.*

### REGISTRATION & SCHEDULING

To register for classes and reserve a schedule, you must first submit a registration form and pay the Scheduling Deposit, which will be applied to tuition once courses begin. After your registration forms are processed, you will receive a Schedule Confirmation email from the administration, including a schedule, payment details, and important program information.

Deposits	
Full-Time Scheduling Deposit	\$500
Part-Time Scheduling Deposit	\$200

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 covers textbooks, workbooks, activities, special lunches, labs, and supplies.

If you withdraw after your schedule has been confirmed, but before your scheduled start date, your 20 School Day Deposit is forfeited. For additional information on our Withdrawal Policy, please see page 2.

Schedule Confirmation Fees	
Registration Fee Full-Time	\$3,500
Registration Fee Part-Time <i>(per semester course or tutoring appointment)</i>	\$300/semester
20 School Day Deposit	See Withdrawal Policy

## STUDENT ABSENCES

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

**To notify us that a student will be absent, parents must email the student's teacher(s)\* and the campus administration before the start of a scheduled class.**

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

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

Contact the administration at:

**Albany:** [studentabsencesalbany@tildenprep.com](mailto:studentabsencesalbany@tildenprep.com)

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

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

## WITHDRAWAL POLICY

A withdrawal occurs when a course or tutoring is inactivated after a schedule is confirmed but before completion or the scheduled end date. **We require a four-week notice of withdrawal, which must be submitted via email to the Heads of School.**

Upon withdrawal, the 20 School Day Deposit will be applied to the final four weeks (20 school days) of the course/tutoring. If the student cannot attend during this period, the deposit will be forfeited. If notice is given after the schedule is confirmed but before the scheduled start date, the 20 School Day Deposit will also be forfeited.

### Graduation Fee (Full-Time Students Only)

Graduation fees cover the administrative costs associated with processing a student's graduation and supporting their application to their next learning institution. This fee includes two letters of recommendation from teachers.

Graduation Fees	
High School Students	\$750
Middle School Students	\$500

## PAYMENT

Payment is required four weeks in advance for all services. Any unused funds will be reimbursed by the 15th of the month following your student's final course completion. We accept checks, cash, Visa cards (a 3.5% convenience fee applies), and wire transfers (a \$16 bank fee applies).

We do not send bills by mail or email. Instead, you will receive automatic notification emails when your account balance falls below certain thresholds: \$1,000, \$500, and \$250 for full-time students, and \$500 and \$250 for part-time students. Please ensure that payments are submitted and processed in time to prevent your account from reaching \$0. You will receive a notification email if the register drops to \$0.

If your balance drops to \$0 and your student is still enrolled at Tilden, you must bring payment **that day** to continue classes. Otherwise, your student's courses will be put on hold until payment is made. We cannot guarantee that your student will have the same teachers or class times when classes resume.

# School Policies & Procedures

## Substitute Teachers

In the event of a teacher's absence, we will make every effort to schedule a substitute to keep your student on track.

When a substitute is arranged, you will receive an email notification that includes the date, class, name of the substitute teacher, and their email address. If your student will be absent that day, you are responsible for notifying the substitute teacher via email before the start of class, just as you would for the regular teacher. A same-day absence notification for a class with a substitute will be treated as an absence, and you will be charged as you would from a class with a regular instructor.

While we strive to provide substitutes, there may be occasions when we cannot secure one in time for your student's class. In such cases, we will inform you, and your student may join the study hall for that session at no extra charge. Please note that we are unable to arrange substitutes for 7:00 or 8:00 AM classes on the same day of the teacher's 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 can emphasize the concepts covered on the test.

## Estimated Course Length

Tilden Preparatory School is a mastery learning program, meaning your student will work to reach an 80% (B-) or higher level of mastery of the course material. While we can provide estimated course lengths, we cannot guarantee how long it will take to reach this level. Estimated course lengths typically range from 30 to 55 sessions per semester, depending on the course. For specific course length estimates, please refer to the Parent and Student Handbook.

## Transferring Credit to Your School of Record

If Tilden is not your student's school of record, we recommend obtaining a written agreement from their high school guidance counselor before starting any course that will count toward high school graduation credits. Some schools provide concurrent enrollment forms; if yours does not, we can send a form upon request.

## School Closures Due to States of Emergency

While rare, circumstances beyond Tilden's control may necessitate school closure for one or more days. In such cases, Tilden can offer remote classes.

Please note that students must have internet access and a computer equipped with a working camera and microphone for remote classes. Students are expected to attend class in a secure, stationary environment that is conducive to learning.