

## **Registration and Enrollment Handbook 2018 – 2019**

### **OVERVIEW**

This handbook will help guide parents through registration and enrollment of their children at YGW for the 2018-2019 school year. Please retain this handbook for future reference.

Registration comprises a one page tuition contract with accompanying fee that secures a space for the student.

If necessary, a Tuition Assistance Application is completed online with supplemental financial information submitted directly to the school Business Office.

### **REGISTRATION**

The registration process has been simplified to one step consisting of signing and returning the initial Tuition Contract along with the registration fee (payment by check only). Registration is due by March 19th with a \$400 fee per student. The Registration Fee increases progressively after the primary registration period as detailed in the Tuition and Fee section below. The Registration Fee is non-refundable.

### **NEW STUDENT APPLICATIONS**

For new applicants to the school, a completed application form must be submitted along with a non-refundable \$100 application fee. If accepted to the school, new students move through the same process as returning students and will be sent an initial Tuition Contract to sign and return. The registration fee is \$400 with no increase for later submission (as with returning students). Note that there can be a lag of one to two months from application to student acceptance depending on the time of year.

## REGISTRATION AND ENROLLMENT CALENDAR

REGISTRATION CALENDAR			
<b>Returning Students</b>		<b>New Students</b>	
February 8	Registration commences	March 15	Applications due
March 19	Primary registration period ends	July 1	Latest OSP application*
March 20	Registration Fee increases	August 1	Latest local/Baltimore application*
May 16	TA Application late fee applies		
August 13	Latest registration to attend the first day of school	<b>All Students</b>	
		March 1	TA Applications commence
		May 15	TA Application due**
		August 5/20	First monthly tuition payment
* Cutoff date to attend the first day of classes			
** Late TA Applications may result in limited funds availability.			

## TUITION AND FEE SCHEDULE

The fee structure below does not include Registration Fee or potential late fees for registration or tuition assistance applications.

TUITION AND STUDENT FEES		
Grades	7 – 8	9 – 12
Student Fee	\$585	\$585
Tuition	\$18,000	\$20,450
<b>TOTAL per student</b>	<b>\$18,585</b>	<b>\$21,035</b>

The Student Fee does not include costs for Shabbatons, Student Council events/trips, extracurricular activities, night seder dinners, special electives or Education Support Services (ESS), etc.

Additional program specific fees include Baltimore Transportation at \$3,000 per student per year paid to the school and Out-of-Town Student Program (OSP) room and board at \$5,000 per student per year paid directly to the Host family. These fees are not eligible for Tuition Assistance.

REGISTRATION AND TUITION ASSISTANCE APPLICATION FEES		
Submission Date*	Registration Fee (per student)	YGW TA Late Fee (per family)
February 8-March 19	\$400	No fee
March 20-May 15	\$600	No fee
May 16-July 2	\$800	\$100
July 3 and after	\$1000	\$200
* The effective submission date is established only when all required documentation and payments have been received by the Business Office.		

## TUITION PAYMENT PLANS

Tuition payment methods and options are summarized below. Full details are specified on the Tuition Contract.

- Electronic monthly checking account debit or credit card payment via FACTS Management Company.
- Check remitted at start of year for one payment option with a 2% discount on tuition only.
- Credit Card monthly or one payment options; a convenience fee of 3% applies to all transactions.

## TUITION ASSISTANCE PROGRAM

### Summary

YGW provides tuition assistance to families of students attending the school based on demonstrated financial need. The process starts with an online application and results, if awarded, in an executed reduced tuition contract. There are minimum tuition levels in place and a limited pool of scholarship funds available to the Out-of-town Student program (OSP) and for non-local students. There are also no YGW scholarship funds available for student fees, Baltimore transportation fees, OSP Room & Board or travel expenses. This section details all aspects of the program, including procedures and actions to navigate the process as well as expectations of parents to meet the requirements and obligations of the program.

### Tuition Assistance Policy

1. Student accounts are set at full rate at time of registration.
2. Families applying for tuition assistance must submit a new application each year, regardless of any prior year awards.
3. Tuition Assistance Applications will only be processed if:
  - a. Application is submitted with the Application Fee (new students only).
  - b. Tuition Contract is submitted with the Registration Fee.
  - c. FACTS account is set up if that payment method is selected.
  - d. Online Tuition Assistance Application is complete with all supporting financial documents submitted to the Business Office.
4. Payments commence timely at full rate until a reduced tuition contract is executed (signed and returned to YGW).

### Tuition Assistance Process

The Tuition Assistance process requires an iterative interaction between parents, YGW administrative staff and the Tuition Assistance Committee. Prompt responses by all parties are necessary to finish the process in a timely manner.

**Online Tuition Assistance Application:** YGW uses FACTS Grant & Aid Assessment services for financial aid processing. Families applying for tuition assistance must complete an online application at <https://online.factsmtgt.com/signin/3CYFF>, or (perhaps easier) go to [www.yeshiva.edu](http://www.yeshiva.edu) and click on the FACTS logo link. Returning users should log into their existing account which retains all of the basic personal information. *Be sure to specify YGW in addition to other schools as recipients of the completed application.*

The following are required to complete the TA application submission:

- a. Online application.
- b. Copies of 2017 Federal tax forms including all supporting tax schedules. If 2017 taxes are not prepared at time of submission, see Special Instructions for Tax Forms section below.
- c. Copies of supporting documentation for social security income, welfare, child support, food stamps, workers' compensation, and TANF
- d. The 2017-2018 YGW Addendum Form for the Tuition Assistance Application (as provided and available on the YGW website).
- e. Any additional written material concerning specific family or financial circumstances.
- f. Processing fee of \$30 (paid to FACTS by check or by credit card online) - applications will not be processed by FACTS without payment
- g. Payment of any TA Application late fee, per table above, which applies after the May 15 due date.

Note that families with children attending more than one school that uses FACTS Grant & Aid Assessment require only one completed application and one paid fee. Be sure to specify YGW in addition to other schools as recipients of the completed application. The Addendum Form specific to YGW must be included with the supporting documents to YGW.

**Special Instructions for Tax Forms:** While the IRS expects to receive your 2017 Federal tax forms by April 15, it is the parents' responsibility to take care of personal financial matters in a timely manner for the sake of the YGW financial aid application. In the event that 2017 taxes are not prepared by the time you submit your Tuition Assistance Application, YGW can accept as a substitute 1) copies of your 2016 Federal tax forms including all supporting tax schedules, 2) copies of your 2017 W-2, 1099 or other income documents for both parents, and 3) a clear explanation for changes in income and financial position from 2016 to 2017 included on the YGW Addendum Form.

Please note that the Tuition Committee reserves the right to request full 2017 tax returns at a later time, and to adjust any tuition assistance award based on the updated information.

**Supporting Documentation:** All applicable supporting documentation (from list items b, c, d, e and f above) must be remitted to complete the Tuition Assistance Application. PLEASE DO NOT UPLOAD YOUR DOCUMENTS TO FACTS. Incomplete applications will not be reviewed by the YGW Tuition Assistance Committee. Documents can be emailed to [mwalls@yeshiva.edu](mailto:mwalls@yeshiva.edu), faxed to 301-962-8372, or mailed/delivered to the following address.

Yeshiva of Greater Washington  
Attn: YGW Business Manager  
2010 Linden Lane  
Silver Spring, MD 20910

Please note that documents submitted cannot be returned by YGW.

**Maryland BOOST Scholarship Program:** YGW requires all families that are potentially eligible for Maryland BOOST scholarship funding to submit an application to the BOOST Program as notified by the school. Award levels are based on financial eligibility and the total number of students approved statewide. It will be to the financial disadvantage of families that do not apply since this funding can be applied to the approved tuition reduction from the Tuition Assistance Committee.

**Reduced Tuition Contract:** The Tuition Assistance Committee determines the tuition level for each family based on the application submitted, which is presented to the family as a written offer that serves as the formal reduced tuition contract. Reductions in financial obligation from full rate are implemented ONLY upon return of the executed Tuition Contract. Admission of students to school is conditional upon commencement of the payment plan at the prevailing rate.

**Tuition Assistance Appeal:** Families may request one review of the tuition reduction decision by submitting a formal Appeal Form furnished with the reduced tuition contract. The appeal should include additional material information that may have been overlooked or unclear on the application, or material events that transpired since the tuition assistance application was completed. The signed contract must accompany the appeal form submission to be considered. Note that payment on the tuition account will proceed at the current assessment rate unless approval for a further reduction is received and a new contract properly executed. Detailed instructions are included on the Appeal Form. The appeal decision by the Tuition Assistance Committee will be final.

**Fulfillment of Tuition Contract:** The tuition contract for the school year will be considered complete when the tuition balance is paid in full. School records, including final report cards and transcripts, will not be released for any student whose contracts are not complete.

**Questions or Help Required:** If you have questions or concerns about the online application itself, you may speak with a FACTS Customer Care Representative at 1-866-315-9262. If there are other questions regarding the entire process, please contact Ms. Maryanna Walls at [mwalls@yeshiva.edu](mailto:mwalls@yeshiva.edu) or 301-962-5111 ext. 1519.

## REQUIREMENTS TO ATTEND CLASSES

This section summarizes the necessary requirements for students to attend classes on the first day of school.

1. Registration complete with signed Tuition Contract.
2. Payment plan set up and tuition payments commence in August.
3. Student name entered onto central admissions list.
4. Academic division forms completed and remitted:
  - a. Student Information and Permission Slip
  - b. Signed Drug and Alcohol Policy
  - c. Over the Counter (OTC) and Prescription Medication Authorization Form
  - d. Lice Check Letter (Girls Division)

In addition to the forms listed above, the following should be completed ideally before the start of schools, however students may attend classes without completion as noted:

1. Maryland Department of Health Immunization Certificate or equivalent physician student health report
  - a. Form must be submitted to the academic office within 10 days of the start of classes
  - b. After such time YGW is out of compliance with Maryland law and students are not permitted to attend
2. Other forms: Computer Usage, Sports Liability Waiver, Cell Phone/Electronics Usage, and Student Driver Contract
  - a. Students may attend classes but may not engage in any activities or privileges until the respective form is submitted.

## **FINANCIAL TERMS AND CONDITIONS**

### **Enrollment**

1. In consideration of student registration, YGW holds a space, engages faculty, and commits to certain expenditures for your child(ren). The enrollment of your child(ren) at YGW, therefore, constitutes a contractual agreement between you and YGW.
2. Student enrollment is not finalized and student attendance to classes is not permitted until the Tuition Contract and the payment plan set-up are complete.

### **Tuition Contract**

1. All policies and procedures included in this handbook are considered part of the Tuition Contract.
2. Parents/guardians are financially responsible for their child(ren) listed on the Tuition Contract.
3. The initial full rate Tuition Contract is required for every family, including parents/guardians applying for tuition assistance.
4. The full rate Tuition Contract remains in force unless replaced by a subsequent reduced Tuition Contract via the tuition assistance process.
5. Any approved reduced Tuition Contract remains in force unless replaced by a subsequent further reduced Tuition Contract via the appeal process.
6. Tuition payments must commence/continue at the current prevailing rate (items 3 and 4 above) for students to attend/remain in classes, inability or refusal to pay tuition as a result of not completing the tuition assistance/appeal process notwithstanding.

### **Financial Obligations**

1. The executed Tuition Contract is a binding financial obligation on the parent/guardian.
2. Payment of tuition and fees shall be in accordance with the agreed upon payment method.
3. Checks returned for insufficient funds will incur a \$25 fee from YGW to the student account in addition to any charges imposed by the bank. Insufficient funds for FACTS payments are subject to fees in their contract terms (see FACTS agreement).
4. Release of report cards, transcripts, and other school records is conditional upon the completion of the parent/guardian tuition obligation.
5. Delinquent accounts are subject to formal collection action. Parents/guardians are responsible for reasonable attorney's fees and other collections fees incurred by YGW, whether suit is actually filed or not.

### **Student Withdrawals**

1. A written notice must be provided to the Executive Director or the Business Manager (via e-mail, letter or fax) upon withdrawal of a student, which marks the end of student enrollment for adjustment of the Tuition Contract. The academic division offices are not responsible for changing the status of your financial obligation, and charges will continue to accrue until written notification is received. Charges for withdrawing students will be adjusted as detailed below.
2. The tuition charge is prorated as the number of months the student attended plus a surcharge of two (2) times the effective monthly rate. The monthly rate is ten percent (10%) of the annual tuition charge. The number of months attended includes the full month in which the student withdraws.
3. The Application Fee and Registration Fee are not refundable.

4. The Student Fee is not refundable after the start of classes.
5. Late Fess, if incurred, are not refundable nor are they applicable to tuition or student fee.

## CONTACT RESOURCES

### Registration and Enrollment Forms

Ms. Maryanna Walls                      301-962-5111, ext.1519                      mwalls@yeshiva.edu

### New Student Applications

Rabbi Scott Hillman                      301-962-5111, ext.1553                      shillman@yeshiva.edu

### Academic Student Forms

All academic forms are available on the website – [www.yeshiva.edu](http://www.yeshiva.edu)

**Girls:** Mrs. Rhonda Browne                      301-962-5111, ext. 1501                      rbrowne@yeshiva.edu

**Boys:** Mr. Shlomo Berman                      301-649-2112, ext. 1525                      sberman@yeshiva.edu

### Financial Aid & Tuition Assistance Program

Ms. Maryanna Walls                      301-962-5111, ext.1519                      mwalls@yeshiva.edu

### FACTS Payment Accounts & Online Tuition Assistance Application

FACTS Customer Care Representatives                      1-866-315-9262

Ms. Maryanna Walls                      301-962-5111, ext.1519                      mwalls@yeshiva.edu

### YGW Payment Plans

Ms. Maryanna Walls                      301-962-5111, ext.1519                      mwalls@yeshiva.edu

### Maaser Zman Program

Mrs. Donna Goldman                      301-962-5111, ext.1552                      dgoldman@yeshiva.edu

### YGW Website Links

School Website                      [www.yeshiva.edu](http://www.yeshiva.edu)

FACTS Portal                      <https://online.factsmgmt.com/signin/3CYFF>

or go to [www.yeshiva.edu](http://www.yeshiva.edu) and click FACTS logo

### Facility Addresses and Phone Numbers

Girls Division and Administrative Division

2010 Linden Lane

Silver Spring, MD 20910

301-962-5111 main

301-962-8372 fax

Boys Division

1216 Arcola Ave

Silver Spring, MD 20902

301-649-7077 main

301-649-7053 fax

### Additional questions/concerns

Mr. Daniel Ely                      301-962-5111, ext. 1555                      dely@yeshiva.edu