



Registration and Enrollment Handbook

2017 - 2018

Table of Contents

Overview	1
Registration	1
New Student Applications	1
Enrollment.....	2
Registration and Enrollment Calendar	2
Tuition and Fee Schedule.....	2
Tuition Payment Plans	4
Tuition Assistance Program	4
Requirements to Attend Classes	8
Maaser Zman Program.....	9
Financial Terms and Conditions	9
Contact Resources.....	11

Please retain this handbook for future reference.

OVERVIEW

This handbook will help guide parents through registration and enrollment of their children at YGW for the 2017-2018 school year.

The two-step process starts with a simple registration form and an accompanying fee that formally acknowledges the intent that students will be returning to YGW for the upcoming school-year.

The second step is a more detailed enrollment procedure that includes the tuition contract, financial arrangements and an online tuition assistance application (as applicable) along with a deposit payment. Students are approved for attendance only after both registration and enrollment are fully completed.

REGISTRATION

Registration has been streamlined to a simple online form and fee payment at www.yeshiva.edu. A hardcopy submission is also available for those that prefer. The standard fee is \$400 and YGW offers an early discounted fee of \$200 if received within the first 3-4 weeks of the new registration period as detailed in the Registration/Enrollment Calendar section. 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 to a combined one-step registration and enrollment process. The standard registration fee is \$400 and YGW offers an early discounted fee of \$200 if the completed application with fee is submitted by March 31 and Enrollment is completed within four weeks of the YGW student acceptance letter. There can be a lag of 1-2 months from application to student acceptance depending on the time of year. Please contact Rabbi Scott Hillman for further information.

ENROLLMENT

After registration is complete, student families are sent an enrollment package including a Tuition Contract, this handbook and other forms. The following actions are required by parents to complete the enrollment process:

1. Sign the full-rate Tuition Contract provided.
2. Pay the \$250 tuition deposit for each child registered.
 - a. This may be done via PayPal at www.yeshiva.edu or by check. The tuition deposit is non-refundable.
3. Implement the payment plan option selected.
 - a. If via FACTS and an account does not currently exist, go to www.yeshiva.edu and click on FACTS logo link to fully set up an account.
 - b. If via check, prepare the necessary post-dated checks.
 - c. If via credit card, complete and sign a credit card authorization form, available from www.yeshiva.edu.
4. If Tuition Assistance is requested, check the oval on the Tuition Contract and complete the process as detailed in the Tuition Assistance Program section.
5. Return completed Tuition Contract, payments, and forms, and complete the online Tuition Assistance Application, if applicable, with supplemental financial information included in the return package.

If any of items 1 through 3 above are missing, then the student is not enrolled. Continued non-completion beyond the dates specified in the calendar section will trigger late enrollment fees. If item 4 is missing, students may attend only under the condition that payment at full rate tuition commences.

Completed enrollments will be acknowledged with an admittance card for each child. Subsequent academic mailings will be sent out per the academic division schedules.

REGISTRATION AND ENROLLMENT CALENDAR

Returning Students

January 5	Registration commences
January 31	End of early registration discount
March 27	\$200 Late Enrollment Fee applies
May 15	\$400 Late Enrollment Fee applies

New Students

March 31	Application submission date for registration fee discount eligibility
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All Students

March 1	Start of Tuition Assistance Application review (rolling process)
August 15	Latest registration for attendance on the first day of classes
August 5 or 20	First monthly tuition payment via FACTS (parent choice at sign-up)

TUITION AND FEE SCHEDULE

The fee structure below has been simplified. *Note that the Registration Fee is not included in this fee schedule.*

Grades	7 – 8	9 – 12
Tuition	\$17,500	\$19,950
Student Fee	\$585	\$585
TOTAL per student	\$18,085	\$20,535
Late Enrollment Fee – <i>returning students only</i>	\$200 fee per student commences March 27 \$400 fee per student commences May 15	

- The Student Fee does not include Shabbaton, Student Council events/trips, extracurricular activities, special electives or supplemental Educational Support Services (ESS).
- Tuition deposit at time of Enrollment is credited toward total tuition.
- Late Fees do not apply to Tuition or Student Fee.

PLEASE NOTE: The Scrip Program has been eliminated.

ADDITIONAL PROGRAM SPECIFIC FEES

- Baltimore Transportation - \$3,000
- Out-of-Town Student Program Room & Board - \$5,000

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.
- Checks remitted at start of year for one/two payment option. The one and two payment plans options offer a 2% and 1% discount, respectively, on tuition only.
- Credit Card monthly for one/two 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 enrollment.
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. Registration is complete.

- b. Application is submitted concurrent with signed full rate Tuition Contract.
 - c. Fees are paid.
 - d. FACTS account is set up (if that payment method is selected).
 - e. Tuition Assistance Application is complete with all supporting financial documents.
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.factsmgmt.com/signin/3CYFF>, or (perhaps easier) go to 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 application submission:

- a. Online application.
- b. Copies of 2016 Federal tax forms including all supporting tax schedules. If 2016 taxes are not prepared at time of submission, see Special Instructions for Tax Forms section (page 5).
- c. Copies of supporting documentation for social security income, welfare, child support, food stamps, workers' compensation, and TANF
- d. The YGW Addendum Form for the Tuition Assistance Application (as enclosed and available on YGW's website).
- e. Any additional written material concerning your specific family or financial circumstances.
- f. Processing fee of \$25 (paid to FACTS by check or by credit card online) - applications will not be processed by FACTS without payment

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 2016 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 2016 taxes are not prepared by the time you submit your full Enrollment package back to YGW, YGW can accept as a substitute 1) copies of your 2015 Federal tax forms including all supporting tax schedules, 2) copies of your 2016 W-2, 1099 or other income documents for both parents, and 3) a clear explanation for changes in income and financial position from 2015 to 2016 included on the YGW Addendum Form.

Please note that the Tuition Committee reserves the right to request full 2016 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, and e 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, 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 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 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.
2. Enrollment complete, and submitted prior to August 15.
3. Tuition payments commence in August.
4. Student name appears on central admissions list.*
5. Academic division forms completed and remitted:
 - a. Student Information and Permission Slip
 - b. Immunization Form – for all new students and updated as necessary for returning students
 - c. Over the Counter (OTC) and Prescription Medication Authorization Form
 - d. Lice Check Letter (Girls Division)

* Presentation of actual Admissions Card is not required, but will expedite student entry process on the first day of school.

Regarding other forms, such as Computer Usage, Sports Liability Waiver, Cell Phone/Electronics, and Student Driver Contract, students may attend classes but may not engage in any activities or privileges until the respective form is submitted. Ideally all forms are on file prior to the start of classes.

MAASER ZMAN PROGRAM

All YGW families are strongly encouraged to participate in volunteer opportunities. The goals of this program are to provide financial benefit to the school and to facilitate improvement through direct stakeholder involvement. A highly successful volunteer initiative can help maintain or even reduce costs, can broadly enhance school operations, and can raise the spirit and cohesion of the school community.

All families are asked to complete and return the Maaser Zman Sign-Up Form. Please contact Mrs. Donna Goldman, the Maaser Zman Program Coordinator, at dgoldman@yeshiva.edu or 301-962-5111 ext. 1552 for more information.

FINANCIAL TERMS AND CONDITIONS

ENROLLMENT

1. In consideration of your enrollment, 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*, Tuition Deposit and 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 WITHDRAWAL

1. ***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 period of time enrolled 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, Registration Fee, and Tuition Deposit are not refundable.
4. The Student Fee is not refundable after the start of classes.
5. Late Enrollment 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

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

Boys: Ms. Patricia Gordon 301-649-2112, ext. 1525 pgordon@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

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

or go to 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