



The Friendship School

Admission and Tuition Guidelines 2019/20 School Year

We are committed to partnering with families to foster kindness and a life-long love of learning through exploration, curiosity, and leadership. Please scroll down in order to view our admissions and tuition guidelines. As always, let us know if there are questions. We are here to help.

Admission and Tuition Guidelines – The Friendship School

Admission

All parents/caregivers must complete and submit an online application in order for their child to attend The Friendship School. If there are more applications than seats available, a lottery will be held. Children will be selected to attend the school, randomly through the lottery.

Lottery

The lottery for entrance into The Friendship School is conducted in April of each year. Parents/caregivers are notified by mid-April if their child is accepted into the school.

Registration

If a child is accepted into the school, parents/caregivers must complete and submit a school registration packet. A child's space in the school is not confirmed until a completed registration packet is received.

Tuition

Tuition for The Friendship School is set at \$3,960 per child for the 2019/20 school year. This amount can be paid in full or in installments of \$396.00 per month for 10 monthly payments. If a family's gross annual household income is *at or below* 75% State Median Income that family may apply for a tuition waiver. Tuition waivers are available in your child's registration packet and at The Friendship School office. Completed tuition waivers must be accompanied by a copy of the family's most recent income tax return. Income tax returns are used to verify household income.

Payment of Tuition

Monthly tuition payments are due on the first business day of the month. If payment is not received according to this timeline, a late payment fee of \$15.00 will be charged to the parent/caregiver's account. Repeatedly late tuition payments and/or non-payment of tuition could result in the parent/caregiver's child being disenrolled from the school. A disenrolled student is welcome to re-apply to The Friendship School in the next official school lottery process.

Payments may be made by cash, check, money order, or credit/debit card. All cash, check, and money order payments must be in sealed envelopes with the child's name printed on the outside. Checks and money orders may be made payable to LEARN. Cash payments and money orders must be handed directly to a person in the school office, at which time a receipt will be given. We do not have change available at the school; any extra cash given will be applied towards the following month's payment. Checks may be placed in the tuition mailbox, located in The Friendship School office.

Credit/debit card payments may be made through MySchoolBucks online payment system. A family will need to set up a MySchoolBucks account and can do so through The Friendship School website <http://www.thefriendshipschool.org/resources/tuition>.

There is a \$25 charge to parents/caregivers for all checks returned to us for non-sufficient funds. If a check is returned for non-sufficient funds, all future payments must be made by cash, money order, or credit card.

Calculation of Tuition

The tuition cost remains the same throughout the year, including the weeks during which there are school closures and early dismissals. Additionally, a tuition reduction or credit will not be issued for days when a child is absent from school and/or days missed due to vacation, inclement weather, or any other emergency.

Withdrawal

If a parent/caregiver decides to withdraw their child from The Friendship School, a minimum of two weeks written notice is required. Written notice may be sent to the school principal. If a two week written notice is not given to the school, parents/caregivers will be responsible to pay tuition for those two weeks.