



Enrollment & Tuitions Information Handbook

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Please retain this handbook for future reference.

REGISTRATION CALENDAR

- Feb 20** Enrollment Deadline for Returning Students –last date for **guaranteed spot**
- Feb 20** Financial Aid Application Deadline* – Last date for **guaranteed consideration**
- May 15** Tuition Agreement Deadline – Finalizing Online tuition agreements
- August** First payment due via ParentLocker online account.

***Financial aid funds will be available on a first come, first served basis. All applications submitted past this date, may be subject to refusal or reduced financial aid**

INTRO TO PARENT LOCKER

Torah Academy of Boston uses ParentLocker to process all applications, enrollment, and tuition & fees. The ParentLocker platforms will serve as your portal for everything from student and parent information, waivers & medical release forms, tuition agreements and payments.

Once Enrollment opens, you will receive an email from Torah Academy, directing you to create or login to your existing account. You will be prompted to complete household, student, and supplemental information. All documents and waivers will be submitted/signed directly on Parent Locker.

For more information about Parent Locker, please contact the Tuitions Office at 617-544-3355 x 2, tuitions@torahacademy.us, or visit <https://www.parentlocker.com>.

SCHEDULE OF FEES

Fees	<u>Pre-k</u>	<u>Elementary School (K-4th)</u>	<u>Middle School (5th – 8th)</u>
Tuition	\$15,000	\$13,100	\$13,700

Enrollment Fee

Registration fee is **\$500 per student** and will be deducted from your Parent Locker billing account upon completion of your online enrollment. The fee is non-refundable and will not be prorated for a partial year.

Tuition

Tuition for **grades Prek-8** is eligible for financial aid, please see the Financial Aid section of this handbook for further instructions. Tuition payments will be deducted from your Parent Locker billing account monthly.

Other Fees

Give or Get Program

As part of our Tuition Agreement, Torah Academy asks that **all families** partner with us, to **raise/donate \$1,500**. We request that families either give or raise the funds through any of our fundraising campaigns. Contribution can be paid by directly donating to the school or privately fundraising the equivalent.

Give or Get contributions will be added to your Parent Locker billing account on **September 30th** and adjusted as donations/funds raised are received throughout the year. The outstanding balances due will be deducted from your Parent Locker billing account on **July 20th**.

Scholarship Fund Contribution

In order to maintain modest tuition levels for all parents, the Scholarship Fund allows parents to contribute to a general scholarship, thereby allowing more funding to be made available and tuition rates to remain lower for everyone. The Scholarship Fund Contribution cost is **\$3,200** per family and is tax deductible.

Building Fund

\$1,000 fee per family charged to all to help with the building's maintenance and is not tax deductible.

PAYMENT OPTIONS & SCHEDULES

- All payments for tuition, fees, optional services, and incidentals will be drawn directly from your Parent Locker billing account. Payments may be made directly from your bank account (ACH) or using a Visa, Master Card, Amex or Discover Card. Parent Locker **will charge a 2.8% convenience fee for all credit/debit card payments.**
- Charges for optional services or incidentals will be automatically added to your Parent Locker billing accounts, as they are incurred, and will be drawn 10 days after the charge has been added. You will receive an email from the Main Office at the time of the incident, as well as a follow-up email from Parent Locker once the charge has been added to your Parent Locker account.

As a user of Parent Locker, the school will no longer be able to honor check payments for Tuition & Fees.

If your tuition is being paid by a school or 3rd party, please select "paid by 3rd party" in your Parent Locker Online Enrollment.

Payment Plans

Available payment plans on Parent Locker are as follows:

- 1 payment in August.
- 2 semi-annual payments, August and January.
- 10 monthly payments beginning August – May.
- 11 monthly payments beginning August- June.

Payment Plans & Changes

We are happy to work individually with families who require more flexible payment plans, or if the need arises to change a payment processing date.

- Please always feel free to contact the Tuition Office, so we can try to accommodate your needs as best as possible.
- Please note that all changes to payment dates will need to be communicated **at least 5 business days prior** to the processing date.

FINANCIAL AID

Statement

While Torah Academy recognizes that each family bears the primary responsibility for financing the cost of their children's education, we further recognize that as a school, we should strive to provide financial assistance to students wanting to enroll who cannot afford the cost of attending. **Torah Academy has a limited amount of funds**, to be allocated to qualified families.

Torah Academy will maintain adherence to local, state, and federal laws and regulations requiring non-discriminatory practice in the administration of its financial aid policies. Torah Academy will provide education and guidance where necessary on all aspects of its financial aid process to prospective and current parents.

Those charged with making financial aid decisions are charged to do so in a manner that is fair, consistent, and equitable in assessing each family's ability to contribute towards the cost of educational expenses.

Torah Academy will make and communicate financial aid decisions in a timely fashion to allow families to make fully informed enrollment decisions. Once a student receives financial aid, Torah Academy will strive to continue to provide support to that student if financial need is demonstrated, to the extent the funding is available.

All financial aid applications, records, and decisions will be safeguarded and kept confidential.

Torah Academy will maintain the same standards of behavior and academic performance from students receiving as well as not receiving financial aid.

Process

To provide Torah Academy professional expertise in financial aid decision-making, the Board has determined that the financial aid process will require all aid seeking parents to complete an application by visiting <https://torahacademy.parentlocker.com/FinancialAid-form/>.

If the applicant family does not have access to a computer to apply online by visiting <https://torahacademy.parentlocker.com/FinancialAid-form/>, they may use a computer at the school (please call the Main Office to make an appointment).

The Torah Academy Board has created a Financial Aid Committee. Members of this committee will review the application and documents, balancing them against the total allocation for scholarships. **Torah Academy requires a minimum net tuition of 50% of the total tuition price per student. Any requests for reduction below this amount minimum will require submission of further documentation and verification of extreme hardship.** In the event financial aid needs exceed the financial aid budget, the committee will give priority to those applications for students currently enrolled in the school and on a first-come basis.

Upon notification, Parents have the option to appeal their allocation. To do so, they must submit a written explanation, outlining and supporting the reasons for their protest. Inclusion of any additional narrative or support, not normally captured in an application or tax returns, is encouraged. All appeals should be sent to tuitions@torahacademy.us and will be reviewed and

responses provided within 1 week of submission. If parents remain displeased with the determination made by the Financial Aid Committee, they may request a meeting with the Chair of the Financial Aid Committee, to discuss their situation.

The Chair of the Finance Committee will also meet with members of the Financial Aid Committee sharing the concerns of the applicants. After a final decision is reached, the Admissions Office will communicate it to the affected parents.

Online Application

You may complete the application online by visiting
<https://torahacademy.parentlocker.com/FinancialAid-form/>.

Policy

1. Student accounts are set at full tuition rate at the time of Enrollment. Parents will be charged the full rate until a reduced tuition agreement is executed through Parent Locker.
2. Families applying for financial aid must submit a new application each year, regardless of any prior year awards.
3. Though Torah Academy offers financial aid to qualified students, Torah Academy requires a minimum Tuition of 50% of the tuition and registration fee for each student.
4. Any change in the family financial situation either 10% more or 10% less must be reported to the admissions office.
5. Financial aid applications will be processed only if:
 - a. Parent Locker Online Enrollment has been completed and all forms and waivers have been submitted.
 - b. The online Financial Aid application is complete and all supporting financial documents have been received. <https://torahacademy.us/aid/>
 - c. Parent's current and previous year tuition obligations are current, or a payment plan has been set up.
6. If at any point during the year a student opts out of any optional fees, such as daycare and aftercare, thus reducing his tuition total, the tuition committee may reassess the financial aid granted.

Questions or Assistance with Financial Aid

If you have questions or concerns about the online application, please call the Tuition Office at 617-544-3355 x 2 or tutions@torahacademy.us

TERMS AND CONDITIONS

1. In consideration of your Enrollment, Torah Academy holds a space, engages faculty, and commits to certain expenditures for your child. Therefore, your child's enrollment at Torah Academy constitutes a contractual agreement between you and The School and the Registration Fee will not be refunded should your child choose not to attend.

2. In order for a student to begin classes on the first day of school, families must meet the following criteria:
 - You are current with all past balances or made satisfactory arrangements and received written approval from the School Finance Committee for outstanding balances.
 - You have a signed and completed Tuition Agreement on Parent Locker.

Refund Policy

If a student is withdrawn from Torah Academy at any time after this Agreement has been signed and submitted to Torah Academy, whether the withdrawal is due to absence, withdrawal, or dismissal, the parent(s) shall be responsible for tuition and fees as follows:

If Withdrawn...	Refund Available
Before August 1 st	Full/assessed tuition, excluding registration fee
Before October 1 st	75% of assessed tuition, excluding registration fee
Before December 1 st	50% of assessed tuition, excluding registration fee
After December 1 st	No Refund

Provided, however, that in the event the student and the student's family unexpectedly move their residence from the metropolitan area and were unable to anticipate such move prior to August 1st, then Parent must notify Torah Academy in writing of the relocation circumstances as soon as possible, and Torah Academy will prorate the tuition (based on full or partial months of school attended) and provide an appropriate refund to Parents.

Fees: If a student is withdrawn from Torah Academy at any time, or opts out of any optional fees, parents will be responsible for 20% of the remaining fees (not including registration fee, as mentioned above), prorated for the remainder of the academic year.

It is agreed and understood that, in light of the commitments which are made by Torah Academy based on this signed Agreement, and in light of the fact that the actual cost to Torah Academy of the withdrawal of a student is difficult to ascertain, the amount of the obligation for tuition and fees indicated above reflects a reasonable estimate of the cost to Torah Academy arising from the withdrawal or dismissal of a student.

CONTACT RESOURCES

Enrollment

Tuitions Office

(617) 544-3355 x 2

tuitions@torahacademy.us

Parent Locker

(877) 607-8480

<https://www.parentlocker.com/>

Financial Aid

Tuitions Office

(617) 544-3355 x 2

tuitions@torahacademy.us

Parent Locker Billing

Parent Locker Customer Care

(877) 607-8480

<https://www.parentlocker.com/>

Tuitions Office

(617) 544-3355 x 2

tuitions@torahacademy.us

Links

School Website

<https://torahacademy.us/>

Parent Locker

<https://www.parentlocker.com/>

School Contact

Torah Academy of Boston

(617) 731-3196

office@torahacademy.us

11 Williston Rd

Brookline, MA 02445