



BALDWIN SCHOOL OF PUERTO RICO
TUITION AND REGISTRATION FEES
2017 - 2018 ACADEMIC YEAR

A. REGISTRATION/RE-ENROLLMENT FEE

The Registration/Re-Enrollment Fees consists of:

- The non-refundable **\$400.00 Enrollment Fee** (Grades PK – 12). The non-refundable \$400.00 Enrollment Fee will not apply to PPK.
- One-time **Initial Enrollment Fee of \$2,000** per family (Grades PPK – 12)
- **Tuition Deposit of \$1,000 per student** (Grades PPK – 12). This fee will be deducted from the first tuition payment.
- **Building and Grounds Facilities Fee - \$1,700** (per family)
- **Technology Fee of \$300** per student (Grades PPK – 12)
- **Elementary Fee - Student Organizational Notebook System (SONS) - \$45 per student. The fee includes all student notebooks, folders and agenda.**
- **OECC Supply Package Fee - \$250 per student (Grades PPK – K)**
- Re-enrollment **deadline is February 24, 2017**. A per student late fee will be charged **after March 1, 2017** of \$300.00, **April 3, 2017** of \$400.00 and **May 1, 2017** of \$500.00 thereafter.
- Fees and tuition deposit are non-refundable non-transferable, please refer to letter K and Enrollment Agreement (contract) point 7.

B. TUITION FEE FOR 2017 – 2018

	<u>Grade</u>	<u>Full Tuition Four Payments</u>	<u>Full Tuition Two Payments</u>	<u>Full Tuition One Payment</u>
OECC	Pre – Pre Kinder	\$8,745	\$8,699	\$8,444
	PK and K	\$10,244	\$10,196	\$9,899
Elementary School	1 to 3	\$11,473	\$11,418	\$11,085
	4 to 5	\$12,081	\$12,026	\$11,675
MIDDLE UPPER SCHOOL	6	\$12,081	\$12,026	\$11,675
	7 to 10	\$12,855	\$12,789	\$12,418
	11 TO 12	\$13,593	\$13,526	\$13,133

C. TUITION DISCOUNT

- Families with two (2) students will receive a \$200 discount per student; with three (3) students a \$400 discount per student and four (4) students a \$600.00 discount per student. **The fee is prorated towards your tuition depending on the payment term selected.**

D. PAYMENT TERMS

One payment option is due: If paid by due date an additional 1.5% discount apply

- May 1, 2017**

Two payment options are due:

- May 1, 2017** and **December 1, 2017.**

Four payments options are due:

- May 1, 2017, August 1, 2017, October 2, 2017, and December 1, 2017.**

Payments can only be made on the Veracross Parent Portal. For questions or doubts please contact the Business Office at extension 231 or 213.

E. GENERAL INFORMATION

1. All new families who enroll after **May 1, 2017** for the 2017 - 2018 academic year **must pay the tuition and other school fees at the time of registration.** These payments would have normally been due on or before **May 1, 2017** depending on the date of enrollment. All new families who enroll after December 1st for the second semester of the 2017-18 academic year **must pay half of the tuition and other school fees at the time of registration.** This payment would have been due on or before December 1st, depending on the date of enrollment.

2. The **Statement of Account** for the 2017-2018 school year, will be available in your Veracross Parent Portal account accessible on our web page www.baldwin-school.org. Click on "Our Community", and scroll down to Veracross Parent Portal to log into your account.

3. The present Schedule of Tuition and Registration Fees forms part of the Enrollment Agreement signed between the School and the parent(s) or legal guardian(s).

4. The school depends upon its collection of payments from parents in order to meet its obligations and manage its cash flow. Parents who foresee difficulties in making their payments on time are urged to contact the Business Office. **The school policy with respect to delinquent accounts where no other mutually satisfactory arrangements have been made is to withhold grades, transcripts, Managebac account access and/or where appropriate, to deny admission or readmission to classes.** Students will not be permitted to enter the classroom for the first day of classes, of each academic semester, if there is an outstanding balance in the corresponding school account.

5. All past due accounts will be assessed a late fee on outstanding balances. The late fee to be assessed will be computed using the prevailing interest rate at the time such debt is due and payable as established by Puerto Rico's Office of the Commissioner of Financial Institutions for Judicial Judgments.

6. A fee of \$50 will be assessed on all returned checks or direct debits rejected by the bank due to insufficient funds. The School reserves the right to cancel the privilege of paying school fees using a

personal check in the presence of a returned check by the bank. A Manager Check will be required after the first returned check.

F. AFTERCARE

Our Aftercare Program is offered to the students in the Oxman Early Childhood Center and the Elementary School. Costs are: **Daily \$20.00, Weekly \$100.00, and Monthly \$200.00.** For more information and registration you may contact the Elementary Office at (787) 720-2421 ext. 216/234.

G. BOOKS AND SUPPLIES

*** To be announced on or before January 23, 2017**

H. SCHOOL HEALTH FORM

The School Health Form, **required to be updated annually**, must be in the child's file on or before **May 19, 2017**. Students that do not have the medical documents in their files will not be allowed to enter the classroom in August. All families that **re-enroll** their child(ren) into grades Pre – Kinder to 3rd grade for the 2017-18 academic year are required to submit an **annual hearing and eye exam**.

I. TRANSPORTATION

Transportation is available by independent drivers, subject to a minimum demand of 10 students. The areas covered are limited. Prices vary according to the area. For more information you may contact the Business Office at 787-720-2421 ext. 231.

J. UNIFORMS

Uniform Authority is our exclusive uniform supplier. Uniform Authority is conveniently located at 218 Laurel Ave., Minillas Industrial Park, Bayamón, 787-787-2830. Uniforms for both, boys and girls, Pre Pre-K through 12th grade, can only be purchased at Uniform Authority.

K. WITHDRAWALS

The application processing fee, initial enrollment and building fees, tuition deposits, and other annual initial fees are non-refundable and non-transferable. When the student is withdrawn at any time after the re-enrollment deadline or during the first semester no refund will apply for any fees or for the first semester tuition payment. In the event a student must be withdrawn for reasons beyond the family's control, tuition refund may be considered on a case-by-case basis, and only for the second semester, provided a request is made in writing prior to **December 1, 2017**. When the student is withdrawn at any time during the second semester, no refund will apply.