



122 Cuttermill Road, Great Neck, NY 11021
Tel. (516) 466.3656 Fax. (516) 466.0774

LIHA Administration
Rabbi Yamin Levy
School Rabbi

Dalia Shabatian
Principal

November 1, 2018

Dear Parents,

Re-enrollment agreements are being mailed to all current families, with a schedule of next year's tuition. To reserve a place for your child in next year's class, you must submit the non-refundable registration fee of \$800.00 for Toddler through 5th grades. Please refer to the updated attached guideline to apply for a scholarship and bus service. This coming year we will strictly adhere to these new guidelines. Classes are filled on a first come, first served basis with no exception. Those who register by **January 15, 2019** will receive a \$500.00 discount off their tuition.

Please note: Students in grades K- 5 who do not register by **March 15, 2019** will have to pay for their own text and workbooks and the fee of \$250.00 per student will be added to the tuition.

We appreciate in advance your support of our school. We look forward to having your child at Long Island Hebrew Academy for the 2019-2020 academic year.

Sincerely,

Board of Directors- Long Island Hebrew Academy

1. Deposits and Fees:

The non-refundable re-enrollment/enrollment fee is \$800.00 for Toddler through 5th grades. This fee is payable by check or credit card. The signed copy of the enrollment contract must be submitted to the school with the appropriate fees. **There is a \$50.00 Application Fee for new students registering at the school.**

2. Tuition: Academic year 2019-20 (5780 Hebrew year)

	Registration Fee	Tuition	Registration & Tuition	Text Book	Schedule
Toddler	\$800.00	\$6,700.00	\$7,500.00		Two years by Sept 1 Mon-Fri 9:00-2:00PM
Nursery	\$800.00	\$7,100.00	\$7,900.00		Three years by Nov 1 Mon-Thurs 9:00-2:30 PM Fri 9:00-12:30 PM
Pre-Kindergarten	\$800.00	\$7,700.00	\$8,500.00		Four Years by Nov 1 Mon-Thurs 9:00-2:45 PM Fri 9:00-12:45 PM
Kindergarten	\$800.00	\$8,700.00	\$9,500.00	\$250.00	Five Years by Nov 1 Mon- Thurs 8:30-3:30 PM Fri 8:30-1:15 PM
Grades 1-5	\$800.00	\$8,8000.00	\$9,600.00	\$250.00	<u>1-2 Grade</u> Mon-Thurs 8:30-3:30 PM Fri 8:30-1:15 <u>3-5 Grade</u> Mon-Thurs 8:30-4:00 PM Fri 8:30-1:15 Pm

PLAN A: Tuition paid in full by **July 1, 2019**

PLAN B: Two payments, due by **July 1, 2019**, and one post-dated check no later than **December 31, 2019**.

PLAN C: Ten monthly post-dated checks or credit card (no debit card) to be submitted by **July 1, 2019**. These payments can be post-dated for the 1st or 10th of each month beginning July 2019 and ending April 2020.

Please be advised that we will apply 3.5% bank fee charge to your account should you choose to pay by credit card. We cannot accept any cash.

3. **Mandatory Fees:**
Building Maintenance: \$500.00 per family due when tuition is remitted.
4. **Late Payments of Tuition, Fees and Charges:** Checks returned by the bank will be assessed a **\$50.00** processing fee. If tuition or other fees and charges remain unpaid for sixty or more days, the School may prohibit the student from attending the School until the account is made current.
5. **Lunch Program** is available through our PTA. The fee for 5 days lunch Nursery through 5th grade is \$840.00 and Toddler is \$675.00. If you only wish to participate in Pizza day, one slice is \$250.00. A second slice of pizza is \$75.00 per year/student. All fees for lunch must be paid by the first day of the school year.
6. **PTA Membership:** Mandatory dues \$250.00 per family or \$125.00 for single student by the first day of school 2019-2020.
7. **Mandatory Security Guard Fee:** \$350.00 per family per year.
8. **Sibling Discounts:** \$100.00 per additional student
Sibling discounts do not apply to children in toddler or nursery program.
9. **PLEASE NOTE THAT WE DO NOT ACCEPT CASH FOR TUITION**



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REGISTRATION & ENROLLMENT CONTRACT

2019-20 (5780)

Name of student(s)	Grade Entering in 2019 –2020

The undersigned agrees to pay the required registration, tuition and fees and provide the required documents as specified below:

Non-Refundable Registration: \$800.00 for Toddler through 5th grade student.
There is a \$50.00 Application Fee for new students

1. **Annual Tuition and Fees:**

Tuition Payment plans-Please **CHECK** the payment plan of your choice

_____ Plan A: Payment in full on or before July 1, 2019.

_____ Plan B: Payment in two installments due on July 1, 2019 and post dated check payable on December 31, 2019.

_____ Plan C: Ten (10) payments by post dated checks or credit card; first payment due **July 2019** and then due on the 1st or 10th of each month thereafter through **April 2020**. If the 1st and 10th of the month falls on a weekend or holiday, payment will be deposited on the following business day.
 Please be advised that we will apply 3.5% bank fee charge to your account should you choose to pay by credit card.

2. **Mandatory Building Maintenance Fee:** \$500.00

Late Payment of tuition, Fees and Charges: Checks returned by the bank will be assessed a **\$50.00** processing fee. If tuition or other fees and charges remain unpaid for sixty (60) or more days, **THE SCHOOL MAY PROHIBIT THE STUDENT FROM ATTENDING CLASSES** until the account is current. The school may consider any failure to promptly pay tuition, fees, and charges when considering whether to offer future enrollment contracts.

In order to reserve a place for your child for the 2019-2020 school year, a completed and signed copy of this Enrollment Contract, and \$800.00 registration fee for Toddler through-5th grade should be received by **January 15, 2019**. Those who register by January 15, 2019 will receive a \$500.00 discount off their tuition. In order to receive the discount, post-dated checks must be submitted by February 28, 2019. In addition, your family's LIHA account must be current.

It is agreed that the parents or guardians in writing, as specified in the enrollment contract, may cancel the enrollment, without penalty (except for forfeit of the deposit) prior to July 15, 2019. If enrollment is cancelled on or after July 15, 2019 but before the academic year begins, monthly, semi-annual and annual payments already made will be forfeited. If enrollment is cancelled after fourteen (14) calendar days from the student's first day of school (including weekends and holidays), the parents or guardians are obligated to pay the full annual charges.

I understand that my obligation to pay the fees and tuitions for the full academic year is unconditional, and that after fourteen (14) calendar days from the student's first day of school (including weekends and holidays) no portion of any fees or tuition paid or outstanding payment will be refunded or cancelled in the event of absence, withdrawal, or dismissal from school for the student listed on page one of this contract.

The school has the right to require that a child be withdrawn from the school if in its judgment such action is in the best interest of the student or school, in which case there shall be a prorated refund for the balance of the school year.

I agree to the policy of the school that no student will be permitted to re-enroll, to commence attending classes or programs, or to continue attending classes or programs, nor will have transcripts released, unless his or her account has been paid up to date, in full, for any and all Long Island Hebrew Academy programs. I agree to the policy of the school that my child may be dismissed from the Long Island Hebrew Academy in the event that payments for his or her program are not made on time.

Signature of parent or guardian financially responsible for student:

Parent's Signature _____ Date _____

Address _____ City _____ State _____ Zip _____

Email:

Business Officer's Signature _____ Date _____

APPLYING FOR FINANCIAL AID FOR THE 2019-20 ACADEMIC YEAR

We partner with School and Student Services (SSS) in our financial aid process. To begin your financial aid application, you will complete SSS's Parents' Financial Statement (PFS).

The PFS is a comprehensive application that will take some time to complete. Give yourself the time you need by not waiting until the deadline to begin. You'll need your most recent tax return before beginning the PFS. We also recommend that you review the wide range of materials that SSS has put together to help families with the financial aid process. They can be found at ssbynais.org/parents.

We will communicate our financial aid decision to you. To make our decision, we use the information from the PFS as a starting point but also consider our school policy, practices, and available budget.



HOW TO COMPLETE THE PARENTS' FINANCIAL STATEMENT (PFS)

ONLINE

- Beginning October 2, 2018, go to <https://sss.secure.force.com/familyportal>.
- Create your PFS Online account with your email address and a password. If you applied for financial aid last year, simply login to the PFS Online as a Returning Family, using the email address and password you set up last year.
- Begin a PFS for Academic Year 2018-19. You can log out of the PFS Online at any time, then return later to complete it.
- After you have pressed submit, you'll be brought to a payment screen. The fee of \$49 is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- After you pay for and submit your PFS, you'll have access in the PFS Online to a section called "My Documents." You can upload the additional documents we require there.



HOW TO SUBMIT ADDITIONAL REQUIRED DOCUMENTS ONLINE

DOCUMENTS ONLINE

- Prepare your documents to be uploaded. Make sure the documents are on your computer, each saved as a separate file. Remove any security or password protection from your document files.
- Return to the PFS Online and login.
- Select the Academic Year 2018-19 button.
- From the PFS Online, click on the "My Documents" tab.
- On the "My Documents" page, you will see an upload button or a hyperlink next to a specific document name in the "Required Documents" section of the PFS. Clicking either the upload button or a hyperlink will lead you through a series of steps allowing you to name, locate and save the file.
- Once you have uploaded a document, the date will appear in the "Date Uploaded" column within minutes of the upload. Some tax documents go through a verification process. It can take up to 48 hours for the verification process to complete.

If you wish to submit required documents by mail, send to School and Student Services, PO Box 449, Randolph, MA 02368-0449. For overnight service, use: SSS, Application Processing Center, 15 Dan Road, Suite 102, Canton, MA 02021. **If you need help completing the PFS, contact SSS customer service at (800) 344-8328.**

HERE'S KEY INFORMATION YOU NEED TO KNOW ABOUT OUR SCHOOL AS YOU COMPLETE THE PFS:

Our school's full name: **Long Island Hebrew Academy** Our school's SSS code: **5007**

Contact information for our financial aid office: Business Office LIHA 516-466-3656

Due date for completing the PFS: January 31, 2019

Due date for submitting additional documents (see below): MAY 1, 2019

Documents we require you to submit, in addition to the PFS:

___ 2016 1040, 1040A or 1040EZ
___ Schedule C

___ 2017 1040, 1040A or 1040EZ
___ 1099

___ 2016 W2 Form

___ 2017 W2 Form



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Application & Tuition assistance Guidelines

Please note the tuition assistance process for the 2019-2020 school year. We have formed a tuition assistance committee that will review all tuition assistance requests. We will be strictly adhering to this process and there will be no exceptions.

PLEASE NOTE: No individual in the school's administration will have the authority to negotiate tuition. IT MUST GO THROUGH THE SCHOLARSHIP PROCESS FOR ANY TUITION ASSISTANCE.

The following is a guideline for application and tuition assistance:

January 15, 2019: The \$500.00 tuition discount for those who submit their application, and registration fees and post-dated checks will apply at this date.

January 31, 2019: All of the attached school application and tuition assistance paperwork's must be complete. If all paperwork is not submitted by this date, then you will not be eligible for school Tuition Assistance. Registration fee deposits must to be paid at the time of handing the tuition assistance request or else tuition assistance paperwork will not be submitted.

February 1-28, 2019: Tuition Assistance Committee reviews applications and makes recommendations to the Board of Directors of Long Island Hebrew Academy based on the information submitted. If the information is incomplete, no tuition assistance will be granted.

March 15, 2019: Board of Directors of Long Island Hebrew Academy approves tuition assistance amounts.

March 31, 2019: Parents will be notified by the Board of Directors of their decision regarding your tuition assistance. Parents must sign and return the Tuition Assistance agreement within 2 weeks of receiving the agreement. After that date the Tuition Assistance will be nulled.

For New Students entering grades K -5 only, the Tuition Assistance Committee will meet **one time in August. NO EXCEPTIONS of accepting application will be made for returning students.**

There will be no school tuition assistance granted for students entering, Early Childhood, Toddler, Nursery or Pre-K.



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November 1, 2018

Dear Parents of Long Island Hebrew Academy,

For the 2019-2020 school year, all parents wishing tuition assistance **MUST** prepare the proper tuition assistance paperwork. **THERE ARE NO EXCEPTIONS.** An independent and anonymous Tuition Assistance committee will review/approve all tuition assistance applications. All applications are kept strictly confidential. The eligibility of the early registration discount will be incorporated to tuition assistance, if applicable. In addition, no one in the school's administration is permitted to give any discounts. All requests for tuition assistance must go through the tuition assistance process.

A timeline of the tuition assistance process is attached in the accompanying tuition letter. There will be no exceptions to this process and we will strictly enforce this process for the coming year. We are letting you know of this in advance so you may plan accordingly.

We have to do this to cover our growing costs, but still make LIHA more affordable than most Yeshiva day schools. This process will also make certain of the eligibility of students and families truly in need of tuition assistance.

We look forward to another great 2019-2020 school year!

Board of Directors - Long Island Hebrew Academy

TRANSPORTATION AGREEMENT SCHOOL YEAR 2019-2020

Key Transportation Corp. herein after referred to as the Bus Company, agrees to provide transportation to Long Island Hebrew Academy, hereinafter referred to as the school, for the 2019-2020 school year. Service will begin the first day of school and terminate in June, 2020 in accordance with the school calendar.

The Bus Company will provide a bus Monday-Friday, to pick-up and drop-off students to and from the school according to the schedule provided. The cost for the service is \$1700 per student. If you wish you may pay an initial deposit of \$500.00 by check dated before Sept 1st to reserve a seat on the bus. And four postdated checks for \$300.00 dated Oct. 1, Dec. 1 Feb 1. Apr. 1. Withdrawal from the bus does not guarantee a partial refund once service has begun. Riders who are sick or suspended for any reason will not be compensated for lost service. All payments should be considered non- refundable. And due before the beginning of school.

The following conditions shall be considered part of the agreement:

1. The Bus Company will pick up at corner stops as close as possible to the students home at an assigned time schedule, or at the homes of those directly on the designated pathway to (and from) the school.
2. If the price of diesel fuel should rise above \$3.75 per gallon retail, the rate for service will be adjusted accordingly.
3. Dry runs will be provided at no additional cost.
4. Any damage to the vehicles, caused by the contracting party, beyond normal wear and tear will be billed to the contracting party responsible for the damage.
5. In the event of any occurrence beyond our control, including war, strike, insurrection or act of G-d, or any other circumstance beyond our control, this contract may be terminated.
6. All vehicles provided under this contract will have been inspected by the NYS Department of Transportation and will be equipped with fire-extinguishers, first aid kits, emergency triangles, seat belts and two-way communication.
7. All drivers will meet or exceed the requirements of Articles 19-A of the New York State Department of Motor Vehicles.
8. The bus company reserves the right to cancel service without compensation on days that weather predictions indicate unsafe driving conditions.

Parent's Name: _____

Howard Deitsch pres.

Key 4u Transportation Corp.



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BUS RULES CONTRACT

Waiting for the Bus

Arrive at the bus stop a few minutes early
 Stay out of the danger zone: stand at least 10 feet away from the edge of the road
 Wait until the bus stops, the door opens and the driver says it's okay to board the bus

Getting on and off the Bus

Use handrails at the steps
 Keep the aisle clear: watch clothing or backpacks with dangling drawstrings or straps
 Walk in front of the bus, never behind the bus
 Look both ways before crossing the street
 Wait for the driver's signal before crossing

Riding on the Bus

Obey the bus driver
 Be courteous at all times. Foul language is prohibited!!!
 Stay in your seat and face forward: never stand on a moving bus
 Keep noise level down and do not distract the driver (no yelling or shouting)
 Do not throw anything on the bus or out the window; keep hands, head and other items inside
 Keep hands and feet to yourselves
 Don't push, shove or hit

THERE WILL BE ZERO TOLERANCE ON THE BUS FOR ANY INAPPROPRIATE BEHAVIOR. IT WILL BE REPORTED AND DISCIPLINARY ACTION WILL BE TAKEN. STUDENTS MAY LOSE BUS PRIVILEGES AS A RESULT!

Student's name: _____

Parent's Signature: _____



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QUEENS BUS SERVICE 2019-2020

Dear Parents,

Commencing with the 2019-2020 school year, Long Island Hebrew Academy will continue to coordinate the bus service to and from Queens, however payment will be the sole responsibility of parents. The cost for busing will be in addition to tuition costs. The busing cost for each student will be \$1,700.

Board of Directors – Long Island Hebrew Academy