בס"ד

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

LIHA Board of Trustees
Elias Kalimian
President

Dr. Eskandar Simhaee
Chairman of the Board

Yoseph Shahery
First Vice President

Fred Ohebshalom
Second Vice President

Siyoun Mahfar
Third Vice President

Shahram Yaghoubzadeh

Frank Lalezarian

Hercel Harounian

Saeed Amirian

Jahanguir Torkian

Dr. Parviz Khodadadian

Parviz Pourmoradi

Nazanin Amirian

Manouchehr Ashourzadeh

LIHA Administration
Sharyn Blaustein
Principal

Rabbi Yamin Levy
School Rabbi, Director of Development

Rosel Campos
Administrative Assistant

PTA Presidium
Mojgan Latai-Rastegar

Shahrzad Mahgerefteh

January 3, 2017

Dear Parents,

Re-enrollment agreements are being mailed to all current families, with a schedule of next year's tuition. While the cost of a LIHA education is significant, the value of a LIHA education as seen in our students and alumni is immeasurable.

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 remember, classes are filled on a first come, first served basis with no exception. Those who register by **February 28, 2017** will receive a $500.00 discount off their tuition**. In order to receive the discount, post-dated checks must be submitted by July 1, 2017.**

Please note: Students in grades K- 5 who do not register by **April 1, 2017 (for Great Neck residents) and March 1, 2017 for (Queens residents)** will have to pay for their own text and workbooks fee ($250.00 per student).

We appreciate in advance your support of our school. We look forward to having your child at Long Island Hebrew Academy for the 2017-2018 academic year.

Sincerely,

Business Office

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 cash. 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 2017-18 (5778 Hebrew year)**

	Registration Fee	**Tuition**	**Registration & Tuition**	**Text Book**	**Schedule**
Toddler A	$800.00	$4,350.00	$5,150.00		Two years by Sept 1 Mon, Wed, & Fri 9:00-12:30 PM
Toddler B	$800.00	$5,100.00	$5,900.00		Two years by Sept 1 Mon-Fri 9:00-12:30 PM
Nursery A	$800.00	$5,300.00	$6,100.00		Three years by Nov1 Mon-Thurs 9:00-1 PM Fri 9:00-12:30 PM
Nursery B	$800.00	$6,500.00	$7,300.00		Three years by Nov1 Mon-Thurs 9:00-2:30 PM Fri 9:00-12:30 PM
Pre-Kindergarten	$800.00	$7,000.00	$7,800.00		Four Years by Nov 1 Mon-Thurs 9:00-2:45 PM Fri 9:00-12:45 PM
Kindergarten	$800.00	$7,900.00	$8,700.00	$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	$8,0000.00	$8,800.00	$250.00	1-2 Grade Mon-Thurs 8:30-3:30 PM Fri 8:30-1:15 3-5 Grade Mon-Thurs 8:30-4:00 PM Fri 8:30-1:15 Pm

Please note the that school provides extended hours for the Toddler and Nursery programs at an extra cost

Toddler A2: Mon and Wed 9:00 - 2:00PM, $600.00 in addition to the regular tuition.

Toddler B2: Monday through Thursday 9:00 –2:00 PM, $ 1,000.00 in addition to the regular tuition.

PLAN A: Tuition paid in full by **July 1, 2017**

PLAN B: Two payments, due by **July 1, 2017**, and one post-dated check no later than **December 31, 2017**.

PLAN C: Ten monthly post-dated checks or credit card (no debit card) to be submitted by **July 1, 2017.** These payments can be post-dated for the 1st or 10th of each month beginning July 2017 and ending April 2018.
Please be advised that we will apply 3.5% bank fee charge to your account should you choose to pay by credit card.

3. **Mandatory Fees:**
   Scholarship Fund: $400.00 per family, check post dated for December 1, 2017 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 $200.00 per family or $100.00 for single student by the first day of school 2016-17.

7. Mandatory Security Guard Fee: $250.00 per family per year.

8. Sibling Discounts: Second Child: $250.00
Third Child: $350.00
Fourth Child: $500.00

Sibling discounts do not apply to children in toddler or nursery program.

9. **Bus transportation:** Bus transportation from Queens $1,200.00 per student.

122 Cutter Mill Road · Great Neck, N.Y. 11021
Tel. (516) 466-3656 · Fax (516) 466-0774

Sharyn Blaustein
Principal

REGISTRATION & ENROLLMENT CONTRACT

2017-18 (5778)

Name of student(s)	Grade Entering in 2017 –2018

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, 2017.

   _____Plan B: Payment in two installments due on July 1, 2017 and post dated check payable on December 31, 2017

   _____Plan C: Ten (10) payments by post dated checks or credit card; first payment due **July 2017** and then due on the 1st or 10th of each month thereafter through **April 2018**. 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 Scholorship Fee:** $400.00 postdated check payable on December 1, 2017.

3. **Bus Transportation:** Bus transportation from Queens $1,200.00 per student.

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 2017-2018 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 **February 28, 2018**. Those who register by February 28, 2017 will receive a $500.00 discount off their tuition. In order to receive the discount, post-dated checks must be submitted by August 15, 2017. In addition, your family's LIHA account should 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 August 1, 2017. If enrollment is cancelled on or after August 1, 2017 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 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 fees 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 2017-18 ACADEMIC YEAR

We partner with School and Student Services (SSS) by NAIS 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 sssbynais.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 November 2, 2016, go to sssbynais.org/parents.
- 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 201-18. 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 $47 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

- 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 2016-17 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 submitting required documents by mail, send to School and Student Services, PO Box 449, Randolph, MA 02368-0449. For overnight service, use: SSS by NAIS, 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

Due date for completing the PFS: **March 1st 2017**

Due date for submitting additional documents (see below): **June 1st 2017**

Documents we require you to submit, in addition to the PFS:
___ 2016 Tax return ____2015 Tax return ____2016 W2 Form ____2015 W2 Form ____1099 Form
SHAI application Copy of Driver License Home Mortgage statement/ Lease

בס"ד

122 Cutter Mill Road · Great Neck, N.Y. 11021
Tel. (516) 466-3656 · Fax (516) 466-0774
www.lihagn.org · rosel@lihagn.org

Sharyn Blaustein
Principal

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: _____