



Kirby Hall

A place to belong. An education beyond.

Checklist Forms Upon Initial Acceptance & Re-Enrollment

The following must be remitted when accepting an offer of admissions for new students. For current families, they are due at the time of re-enrollment for the next school year.

1. Signed Parent Contract
2. Tuition Plan Selection Form
3. Parent-Student Handbook Acknowledgement Form
4. \$500 Enrollment Fee



Kirby Hall School admits students of any race, color or national or ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at the school. It does not discriminate by race, color, national or ethnic origin in administration or its educational policies, scholarship programs, athletics, and other school-administered programs.



**Parent Contract
2018-2019**

We/I, the parent(s)/guardian(s) of _____ who is entering grade ____, agree with Kirby Hall School of Austin, Travis County, Texas, (“Kirby Hall”), that our/my child is hereby enrolled for the 2018-2019 academic school year. We/I have read the Parent-Student Handbook for the academic year referenced above (the “Parent-Student Handbook”) and agree to cooperate with Kirby Hall in upholding the rules and policies of Kirby Hall. We/I understand and agree that:

1. Annual tuition is as stated on the Tuition and Fee Schedule for the academic year referenced above (the “Tuition and Fee Schedule”). To reserve a place for our child, we/I have paid or enclose the non-refundable enrollment fee of \$500 if paid on or before February 1 or \$700 if paid thereafter; \$500 of the non-refundable enrollment fee will be credited towards tuition. The balance of tuition is due by July 1 or will be paid by F.A.C.T.S. Management monthly debit.
2. An academic fee as stated on the Tuition and Fee Schedule for this academic year will be paid in compliance with paragraph 3 below. Students pay for year-end trips and other extracurricular activities. Lunch is purchased according to the Tuition and Fee Schedule, or is brought to school. Each student will purchase and own all books and class materials, except books and class materials are included in the academic fee for grades Primer through 1st. All new families will pay a non-refundable one-time facilities usage fee according to the Tuition and Fee Schedule.
3. The academic fee, the one-time facilities usage fee and any other fees are due and will be paid by July 1. A non-refundable late fee of \$200 will be charged for fees received after July 1.
4. This contract is for the entire academic year and obligates you for all fees and tuition. No adjustments will be made for withdrawal, absence or dismissal of student, regardless of cause. If tuition is paid by F.A.C.T.S. Management monthly debit, then monthly debits will be made regardless of withdrawal, absence or dismissal of student.
5. The student, with help from the parents/guardians, is to conform to all regulations of Kirby Hall; and Kirby Hall reserves the right to dismiss a student at its sole discretion.
6. Kirby Hall reserves the right to require counseling, testing or tutoring for a student at the parent's/guardians own expense.
7. Transcripts of grades cannot be forwarded, nor students re-enrolled, if their accounts are delinquent.
8. Kirby Hall does not assume responsibility for injuries and expressly disclaims such responsibility; it can only exercise preventative measures.
9. Kirby Hall may use photographs of students in advertising, news articles, and on the school's web-site.
10. We/I agree with Kirby Hall that in order to assure that our/my son or daughter receive the full benefit of a Kirby Hall education, he or she will attend a tutorial arranged by the faculty member for every class missed without a legitimate excuse (illness or family emergency) or for

every three unexcused tardies. The tutorial will be on the subject of the missed class or the parts of the classes that were missed and will be paid for by the parent/guardian at regular tutorial rates, currently \$55 an hour.

- 11. Kindness is expected of parents/guardians: positive relations with Kirby Hall staff members and families and constant support of the school. Gossip about any part of the Kirby Hall family is not acceptable. Parents/guardians are expected to respect and encourage and praise their children and to work with faculty members to develop their children's best possible learning and development.

Kirby Hall School admits students of any race, color, creed, nationality, and ethnic origin to all rights and privileges, programs, and activities generally accorded or made available to this school. We do not discriminate in the administration of educational policies, admission policies, scholarships, or other programs.

Parent Contract is effective when accepted by Kirby Hall.

Signature of Parent or Guardian

Signature of Parent or Guardian

Date

Date

Signature for Kirby Hall School

Date accepted

Kirby Hall School
2018 – 2019 Tuition Schedule

Level	Tuition	Time	After School	Yearly Cost*
Primer	\$9,800	8:00 to 1:30	1:30 to 3:20	\$1870*
Lower School (grades K-5)	\$14,325	8:00 to 3:20	3:20 to 4:15 or 3:20 to 5:30	\$935* \$1870*
Middle School (grades 6-8)	\$14,325	8:00 to 4:15	4:15 to 5:30	\$1275*
Upper School (grades 9-12)	\$17,075	8:00 to 4:15	Must be picked-up by 5:30	N/A

*After School Care fees can be paid monthly as part of FACTS Management (must sign up by April 30, 2018) or paid directly to Kirby Hall

Application Fee: \$100 per applicant (non-refundable) due with the completed application. The application fee includes one entrance readiness assessment. If further outside testing or interviews are required, parents are responsible for paying those fees directly to the testing firm or interviewer.

Enrollment Fee: \$500 per *admitted* student (non-refundable) must be paid to secure your child's spot for the coming year. This is a part of the next year's tuition. For currently enrolled families the fee is \$500 per student; if received after February 1 the fee is \$700 of which \$500 is part of the next year's tuition. For new students offered admissions the \$500 enrollment is due within two (2) weeks of acceptance by Kirby Hall School.

Facilities Usage Fee: \$1,000 (non-refundable) and is a one-time usage fee for any new student. Subsequent siblings will not be assessed an additional fee. Due by July 1 or \$200 late fee applied.

Payment Option #1: Single Payment Due By July 1 or \$200 late fee applied

\$500 enrollment fee already deducted

Primer	\$9,300	Middle School	\$13,825 (\$13,425 2 nd child)
Lower School	\$13,825 (\$13,425 2 nd child)	Upper School	\$16,575 (\$16,175 2 nd child)

Payment Option #2: Monthly* Tuition Payment through FACTS Management**

11 payments (July-May) due on the 5th or 20th of the month

\$500 enrollment fee already deducted

**Approximate 2% increase in total paid versus single payment option*

FACTS Management Registration required by April 30

***FACTS Management charges an additional set-up fee*

Primer	\$863	Middle School	\$1282 (\$1245 2 nd child)
Lower School	\$1282 (\$1245 2 nd child)	Upper School	\$1537 (\$1500 2 nd child)

Required Fees for 2018 – 2019

These must be paid by July 1, 2018 or earlier or a \$200 late fee applied

†Academic Fees:

Primer	\$800
Kinder	\$850
Grades 1 – 5	\$1050
Grades 6 – 8	\$1050
Grades 9 – 12	\$1050

† Academic fees (to cover such expenses as classroom supplies and activities, ITBS testing (Grades 1-11), books (Grades 2-12 require additional books ordered by families), science lab activities and local field trips, end of year field trips are not included in these fees)

Optional Fees

Vision*, Hearing*, Scoliosis screening**

*Primer, K, 1, 3, 5, 7, all new students

**6th, 9th Grades

One screening	\$35
Two screenings	\$50
Three screenings	\$60

Extended Day Fees:	Annual
1:30 – 3:20 (Primer only)	\$1,870
3:20 to 4:15 (Grades K - 5 only)	\$935
3:20 to 5:30 (Grades K-5 only)	\$1,870
4:15 to 5:30 (Grades 6 – 8 only)	\$1,275

Drop-in Extended Day \$15 per day

Private Lessons and Extracurricular Activities: Kirby Hall has a wide variety of private lessons and after-school activities including piano, guitar, voice, yoga, taekwondo, biology club, math club, book club, chess, money club, rowing, golf, etc. Costs will vary. Students may join these activities on Sign-Up Day.

Kirby Hall School Tuition Plan Selection for 2018-2019
*This form is to be turned in to the Kirby Hall School Office
when paying the enrollment fee*

Name of Student(s)

Grade(s) Entering

My child(ren) is enrolling in Kirby Hall for the 2018/2019 school year. I understand that to enroll, I need to remit \$500 by or on February 1, 2018. Enrollment costs will be \$700 after February 1, 2018 (\$500 of which will be applied toward tuition).

Kirby Hall offers two tuition plans.

Please select the method of payment your family will use for tuition.

1. We will pay Kirby Hall tuition for the year by July 1, 2018

2. We will pay tuition monthly, July 2018 through May 2019, using the FACTS Tuition Management System. There is an approximate 2% increase in total tuition when using FACTS and FACTS will charge a per family set-up fee of \$43.

If using FACTS:

(a) I am currently using the FACTS plan. I will inform the school by email (clachance@kirbyhall.org) if there are any changes.

(b) I am enrolling for the first time with FACTS. I will enroll in the FACTS Tuition management System by going to the school's website home page and selecting "FACTS Online Payment Portal" between April 1st and April 30, 2018. If enrolling after April 30, 2018, I will enroll in FACTS within a week from submitting the enrollment fee. Any missed FACTS payments will be paid directly to the school with the registration fees.

(c) I want to pay for Extended Day Care* with my FACTS Tuition payment. I have circled my selection below.

Signed: _____

Date: _____

Print name: _____

*Annual Extended Day Costs:

Primer (1:30-3:20)	\$1870
Grades K – 5 (3:20-4:15)	\$935
Grades K – 5 (3:20-5:30)	\$1870
Grades 6 – 8 (4:15-5:30)	\$1275