



Admissions Information Handbook

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Please retain this handbook for future reference.

REGISTRATION CALENDAR

- Dec 21 Open Enrollment – TADS Online for new and returning students
- Jan 21 Financial Aid Applications due.
- Feb 1 Last date to enroll and receive **\$150 registration credit** towards tuition.
- Apr 1 Last date to submit TADS Online tuition agreement and receive an additional **\$150 registration credit** towards tuition.
- August 20 First payment due via TADS.

TADS ONLINE

Epstein Hebrew Academy (EHA) uses TADS Online to process all applications, enrollment, tuition & fees. Parents will be asked to set up one account that will be used across all TADS platforms and 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 TADS, 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 TADS.

For more information about TADS, please contact the Admissions Office at 314-282-2135 x 102, admissions@eha.org, or visit <http://www.mytads.com/>.

TUITION & FEES SCHEDULE

Tenoki & Nursery

Hours	3 Days/Week	4 Days /Week	5 Days/Week
8:00 -12:00 PM	\$5,455	\$7,000	\$8,235
8:00 -4:00 PM	\$7,590	\$9,800	\$11,575

*Earliest drop off is at 7:45 AM and the latest pickup is 4:15 PM.

Pre-K - 12th Grade

Grade	Total Tuition
Pre-K	\$11,725
K – 5 th Grade	\$15,950
6 th – 8 th Grade	\$16,450
9 th – 12 th Grade	\$18,950

Registration Fee

The Registration Fee is **\$300* per family** and will be paid from your TADS Online billing account upon completion of your online registration. This fee is non-refundable and will not be prorated for partial year attendance.

***If you enroll before the registration deadline, a \$150 registration credit will be applied towards your annual tuition.**

***If your tuition agreement is setup on Tads before the agreement deadline, an additional \$150 credit will be applied towards your annual tuition.**

Activity/Program/Technology Fees

All fees are included in tuition. Our overall tuition remains the same as last year.

TUITION PAYMENT OPTIONS

- All payments for tuition, fees, optional services and incidentals will be drawn directly from your TADS billing account. Payments may be made directly from your bank account (ACH) or using a Visa, Master Card, Amex or Discover Card. **TADS will charge a 3% convenience fee for all credit card payments and a .03% fee for ACH payments.**

- Charges for optional services or incidentals will be automatically added to your TADS Online billing account, as they are incurred, and will be drawn 10 days after the charge has been added. You will receive an email from the Admissions Office at the time of the incident, as well as a follow-up email from TADS once the charge has been added to your TADS account.

- If your tuition is being paid by a school or 3rd party, please select “paid by 3rd party” in your TADS Online Enrolment.

Payment Plans

Available payment plans on TADS are as follows:

- 10 monthly payments beginning August 20th – May 20th.
- 2 annual payments, on August 20th and December 20th.
- 1 payment on August 20th.

Payment Plans & Changes

Should you require more flexible payment plans/dates, please contact the Admissions Office and we will do our utmost to accommodate you. Please do so at least **5 days in advance** of your original processing date.

FINANCIAL AID

Statement

EHA recognizes that each family bears the responsibility for paying for their child's education. At the same time, we do our utmost to provide financial assistance, and when we do, our leadership takes the responsibility to go out and secure those funds. Providing financial assistance helps us provide quality Jewish education to more Jewish families, regardless of their financial position or level of Jewish observance.

EHA will adhere to local, state, and federal laws and regulations requiring non-discriminatory practice in the administration of its financial aid policies. EHA will provide education and guidance where necessary to prospective and current parents on all aspects of its financial aid process. Those charged with making financial aid decisions will do so in a manner ensuring fair, consistent, and equitable assessments of each family's ability to contribute towards the cost of their child's education.

EHA will make and communicate financial aid decisions on a timely basis so families can make fully informed enrollment decisions. Once a student receives financial aid, EHA will strive to continue to provide support to that student if financial need is demonstrated.

All financial aid applications, records, and decisions are kept confidential, and all recipients will remain unknown to all teachers and administrators, other than the Treasurer.

EHA will maintain the same standards of behavior and academic performance from students receiving and students not receiving financial aid.

Process

Financial aid is processed using TADS Online - Financial Aid.

The fee associated with the chosen provider must be paid by the applicant family. After submission of the financial aid form and required tax returns, TADS will assess financial aid based on national standards that strive to provide reasonable and fair financial aid allocations. This assessment is a recommendation only.

The Financial Aid Committee is composed of 3 non-parent members and EmpowerED Solutions & Services, LLC, Financial Consultants at the school, who will act as liaison between the Committee and the applicants. Only EmpowerED Solutions & Services, LLC and the Treasurer of the school will be made aware of these two Financial Aid Committee members at-large, to reduce any parent temptation to intercede in the decision-making process.

Members of this committee will review the TADS' recommendations, balancing them against the Budget Committee's total allocation for Scholarship. Applicant's names will be redacted from all applications, recommendations and supporting documents. Complete applicant anonymity will allow the Financial Aid Committee's members to make their decisions in a completely impartial and objective manner.

In years when the financial aid need exceeds budget, the Committee will give preference to those applications for students currently enrolled in the school.

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 admissions@eha.org and will be reviewed and responses provided within 2 weeks 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 Finance 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.

Financial Aid Online Application

You may complete the application online by logging into your TADS Online account and selecting Financial Aid at the top or bottom of your TADS account home page. If you have already completed an application for another school on TADS, you may just add EHA as an authorized reviewer, without having to complete a new application.

For additional information before completing the application, you may click on the Tools & Resources section. The guides will address many issues related to the TADS program and help explain the basics of applying for financial aid.

Please read and complete all instructions carefully.

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 TADS Online.
2. Families applying for financial aid must submit a new application each year, regardless of any prior year awards.
3. Financial aid applications will be processed when:
 - a. TADS Online Enrollment has been completed and all forms and waivers have been submitted.
 - b. The TADS Online Financial Aid application is complete with all supporting financial documents.
 - c. Parent's current and previous year tuition obligations are current, or a payment plan has been setup.

Questions or Assistance

If you have questions or concerns about the online application, please call the TADS Parent helpline at (612) 548-3320, or our Admissions Office at 314-282-2135 x 102 or admissions@eha.org.

TERMS AND CONDITIONS

1. In consideration of your enrollment, EHA holds a space, engages faculty, and commits to certain expenditures for your child. Therefore, your child's enrollment at EHA constitutes a contractual agreement between you and the School and the Registration Fee will not be refundable should your child not to attend.
2. 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 TADS.

Refund Policy

If a student is withdrawn from EHA at any time after this Agreement has been signed and returned to The School, whether for absence, withdrawal, or dismissal, the parent(s) shall be responsible for tuition and fees according to the following schedule:

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

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

It is agreed and understood that, in light of the commitments which are made by EHA based on this signed Agreement, and in light of the fact that the actual cost to EHA 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 EHA arising from the withdrawal or dismissal of a student.

CONTACT RESOURCES

Enrollment

Admissions Office	314-282-2135 x 102	admissions@eha.org
TADS Online	1-800-477-8237	www.mytads.com

Student Forms

Mrs. Donna Tondre	314-994-7856	dtondre@eha.org
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Financial Aid

Admissions Office	314-282-2135 x 102	admissions@eha.org
TADS Customer Care	800-477-8237	www.mytads.com

TADS Billing & Payment Accounts

TADS Customer Care	612-548-3320	www.mytads.com
Admissions Office	314-282-2135 x 102	admissions@eha.org

Website Links

School Websites	www.eha.org
TADS Portal	www.mytads.com

School Addresses and Phone Numbers

H.F. Epstein Hebrew Academy

8645 Old Bonhomme Road

St. Louis, MO 63132

Phone: 314-994-7856