



January 16, 2024

Dear Parents and Guardians:

Welcome to San Domenico School. We have prepared the Financial Policy Handbook, which contains policies adopted by the Board of Trustees, to help you with various financial matters relating to your child's attendance at San Domenico School.

If you have questions regarding indexed tuition, please contact Dianne Dornbush, Indexed Tuition Administrator, at 415-258-1990 ext. 1113 or [indexedtuition@sandomenico.org](mailto:indexedtuition@sandomenico.org). If you have questions regarding any other financial matters, please contact Tammy Ouellette in the Business Office at 415-258-1990 ext. 1134 or at [touellette@sandomenico.org](mailto:touellette@sandomenico.org).

We look forward to partnering with you and your family.

Sincerely,

David Wise  
Chief Financial Officer  
415-258-1990 ext. 1136  
[dwise@sandomenico.org](mailto:dwise@sandomenico.org)



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2024-2025 Tuition & Fees								
Grade Level	Tuition	Activity Fee	Off Campus Education	Technology Fee	Residential Life Activity Fee	Total w/ Lunch	Credit for lunch opt out	Total w/out Lunch
Kindergarten	\$46,575	\$0	\$0	\$400	\$0	\$46,975	-\$1,300	\$45,675
Grade 1	\$46,575	\$0	\$0	\$400	\$0	\$46,975	-\$1,300	\$45,675
Grade 2	\$46,575	\$0	\$0	\$400	\$0	\$46,975	-\$1,300	\$45,675
Grade 3	\$46,575	\$0	\$0	\$625	\$0	\$47,200	-\$1,400	\$45,800
Grade 4	\$46,575	\$0	\$780	\$625	\$0	\$47,980	-\$1,400	\$46,580
Grade 5	\$46,575	\$0	\$780	\$625	\$0	\$47,980	-\$1,400	\$46,580
Grade 6	\$50,850	\$525	\$375	\$675	\$0	\$52,425	-\$1,500	\$50,925
Grade 7	\$50,850	\$525	\$375	\$675	\$0	\$52,425	-\$1,500	\$50,925
Grade 8	\$50,850	\$525	\$2,000	\$675	\$0	\$54,050	-\$1,500	\$52,550
Grade 9 - Day	\$65,000	\$640	\$1,775	\$675	\$0	\$68,090	\$0	\$68,090
Grade 10 - Day	\$65,000	\$640	\$1,775	\$675	\$0	\$68,090	\$0	\$68,090
Grade 11 - Day	\$65,000	\$640	\$1,775	\$675	\$0	\$68,090	\$0	\$68,090
Grade 12 - Day	\$65,000	\$640	\$1,775	\$675	\$0	\$68,090	\$0	\$68,090
Grade 9 - Resident	\$81,000	\$640	\$1,775	\$675	\$780	\$84,870	\$0	\$84,870
Grade 10 - Resident	\$81,000	\$640	\$1,775	\$675	\$780	\$84,870	\$0	\$84,870
Grade 11 - Resident	\$81,000	\$640	\$1,775	\$675	\$780	\$84,870	\$0	\$84,870
Grade 12 - Resident	\$81,000	\$640	\$1,775	\$675	\$780	\$84,870	\$0	\$84,870

**Notes:**

- The non-refundable tuition deposit is 10% of your indexed tuition (for domestic students) and 20% of your indexed tuition (for international students).
- Tuition insurance is optional for prepayments and required for payment plans.
- New student fee is \$2,000.
- International student fee is \$2,000 per year.
- Textbooks are included in the tuition for grades Kindergarten through grade 8, and excluded from the tuition for grades 9 through 12.
- Transportation and lunch are included in the tuition.
- The 8th grade DC trip is paid by parents directly to the vendor.
- U.S based medical coverage is required for all students, and is available for \$2,450 for resident students.



**SUPPLEMENTAL FEES**

<b>New Student Enrollment Fee:</b>	<b>\$2,000</b> one-time fee for new students joining our San Domenico community.
<b>International Student Fee:</b>	<b>\$2,000</b> per year.
<b>Medical Insurance:</b>	U.S. based medical coverage is required for all students. The School-provided plan covers the student during the 10-month academic year at a cost of <b>\$2,450</b> .

**OPTIONAL FEES**

Private Music Lessons must be prepaid while other optional fees will be billed throughout the school year.

<b>Private Music Lessons:</b> please contact the Music Conservatory for current rates and availability.	Rob DeNunzio 415-258-1921 <a href="mailto:rdenunzio@sandomenico.org">rdenunzio@sandomenico.org</a>
<b>Swimming Lessons:</b> please contact Athletics for current rates and availability.	Mark Anderson 415-302-4320 <a href="mailto:manderson@sandomenico.org">manderson@sandomenico.org</a>
<b>Tennis Lessons:</b> please contact Athletics for current rates and availability.	Rob Jessen 415-258-1990 ext. 1802 <a href="mailto:rjessen@sandomenico.org">rjessen@sandomenico.org</a>
<b>Learning Resource Center:</b> please contact the school-level Learning Resource Center representative for more information.	Lower School - Katie Ryan <a href="mailto:kryan@sandomenico.org">kryan@sandomenico.org</a> Middle School – Catherine Wise <a href="mailto:cwise@sandomenico.org">cwise@sandomenico.org</a> Upper School – Nora Nemiroff <a href="mailto:nnemiroff@sandomenico.org">nnemiroff@sandomenico.org</a>
<b>EXTra</b> (grades K-5 after school care): \$14.00/hour for scheduled participation and \$18.00/hr for “drop in”. The amounts are billed in 15 minute increments.	Bruce Miller 415-258-1990 ext. 1435 <a href="mailto:EXTra@sandomenico.org">EXTra@sandomenico.org</a>

NOTE: Fees are subject to change from time to time during the school year.



### ENROLLMENT AGREEMENT

The Enrollment Agreement is a legally binding contract between the School and a family for enrollment at San Domenico School. If the agreement is not returned to the School by the specified due date, the student’s space may be offered to another applicant. The Enrollment Agreement becomes effective upon receipt of both the signed agreement and the accompanying deposit, and acceptance of the agreement by the School. The non-refundable tuition deposit is 10% of your indexed tuition (for domestic students) and 20% of your indexed tuition (for international students).

### CANCELLATION OF STUDENT ENROLLMENT AGREEMENT

For cancellation of the Student Enrollment Agreement and its obligations, San Domenico School must be notified in writing, postmarked no later than **May 1, 2024**. A letter must be sent to the appropriate School Level Director with a copy to the Business Office specifically stating the intent to withdraw the student. Cancellation after **May 1, 2024** carries the obligation to pay the entire tuition and fees and, if applicable, room and board.

### TUITION PAYMENT

Tuition will be invoiced approximately one (1) month before the due date. You will also receive a monthly invoice for participation in any of the optional programs, as well as for any incidental fees. **The individual(s) signing the Student Enrollment Agreement is/are solely responsible for payment of tuition, fees, and all incidental charges. The School will not attempt to collect payment from any other source(s).**

There are three (3) payment plans available:

Plan Type	Payment Schedule	Tuition Insurance	Plan Description
<b>Plan A</b>	In Full	Optional	Tuition & fees* are due by May 15, 2024.
<b>Plan B</b>	Payments: 1st – 60% 2nd – 40%	<b>Mandatory</b>	Tuition & fees* will be paid in two (2) monthly installments. The first installment (60% of the tuition and fees) is due by May 15, 2024. The second installment (40% of the tuition and fees) is due by December 15, 2024.
<b>Plan C</b>	10 monthly payments	<b>Mandatory</b>	Tuition & fees* will be paid in ten (10) monthly installments beginning May 15, 2024, and ending February 15, 2025.

\* The following fees, if applicable, are included in the payment plan: grade level fees set forth in the table on page 3, tuition insurance plan fee, new student enrollment fee, international student fee, medical insurance fee, and resident student deposit. Other fees are invoiced throughout the year or as otherwise provided in this Financial Policy Handbook.



All payment plans may be paid by ACH (U.S.) or credit card via the payment portal. International families may use Flywire to pay by various methods based on country, which includes wire transfers. To utilize Flywire's services visit <https://payment.flywire.com/pay/payment>.

Many parents enjoy the convenience of paying tuition and fees by use of credit cards, and we are happy to provide that convenience. As you may be aware, the credit card vendor, or "service provider", charges San Domenico a fee on the transaction. As such, if you choose to pay by credit card, your payment will be increased by a 2.5% convenience fee.

If a family member wishes at any time during the school year to change its payment plan, a written request must be submitted to the Business Office for consideration.

#### **STUDENTS WHO ENROLL AFTER THE START OF SCHOOL**

Tuition will be prorated for students who enroll after the start of the school year. Payment will be required before the student may attend School.

#### **LATE CHARGE**

A late charge of \$150 will be added to your account for past due balances.

#### **NON-PAYMENT**

Attendance at the School is contingent upon prompt payment of tuition and fees. The School will make a reasonable effort to collect outstanding balances. If action is brought to collect any amount owed to the School, the parents/guardians agree to pay the School, in addition to the tuition and fees listed above, reasonable interest and the cost of collection including, but not limited to, related collection agency costs, legal or court fees incurred by the School.

#### **TUITION INSURANCE PLAN**

Tuition insurance offered through A.W.G. Dewar Inc. provides for partial insurance protection, subject to the terms and conditions of the Plan policy, in the event of withdrawal from the School of a student for medical or other reasons, or dismissal by the School.

Tuition insurance is optional for students enrolled in payment Plan A, but is mandatory for students enrolled in payment Plans B and C. The cost of tuition insurance is 1.9% of the net tuition.

In the event of withdrawal or dismissal from the School, the School will process and collect any claim payment and credit the claim payment amount (up to the "unused" portion of the student's tuition obligation) to the Student's account, with any excess paid to the parent. Parent agrees to pay the School whatever balance remains unpaid after any payment by the Plan is credited to the Student's account within 30 days after receipt of the final, itemized bill. Information on the tuition insurance program is available on the School's website or upon request.



### **CHANGE IN DAY/RESIDENT STATUS**

A student who changes status from Day-student to Resident-student during an academic term will be charged a prorated amount for the remaining months in the school year. This amount will be based on the total annual residence fee (room and board charges).

NOTE: The Tuition Protection Plan does not cover changes in status described in this section.

### **TRANSPORTATION & SUSTAINABILITY**

As part of our commitment to sustainability, the Sleepy Hollow community in which our campus resides, the safety of our shared neighborhood, as well as a master plan agreement with the County of Marin, San Domenico operates with strict traffic restrictions that include both overall daily maximums on the number of trips to and from campus and specific constraints between 7:45 - 8:45 am and 3:00 – 4:00 pm.

Under the Use Permit embedded in San Domenico’s revised Master Plan (approved by the Marin County Board of Supervisors on December 1, 1998), the School may not increase traffic on Butterfield Road beyond current conditions. This means that traffic mitigation measures must be implemented to ensure adherence to the conditions of approval. Traffic monitoring will be done at San Domenico’s gate. Therefore all families, regardless of proximity to the School, must walk, ride bikes, take the bus, or carpool, to and from campus. While the School intends to make allowances for individual trips to campus (particularly for those parents who volunteer in various capacities), the ability to do so will be directly dependent upon the support of traffic mitigation measures by the entire School community.

San Domenico’s transportation offering includes 18 daily bus routes with approximately 121 stops throughout Marin County, San Francisco, and the East Bay. We provide transportation from the designated bus pick-up areas to the School and from the School to the designated bus drop-off areas. Parents are responsible for ensuring their children have alternative transportation to/from appointments and activities unrelated to San Domenico School.

### **NON-DISCRIMINATION POLICY**

In keeping with our mission, San Domenico is a community of belonging where students, staff, and families are dedicated to inclusion and respect for all. We welcome students, families, and staff of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

San Domenico does not discriminate on the basis of race, color, national and ethnic origin, sexual orientation, gender identity, gender expression, disability, or religion in the administration of its educational and employment policies, financial aid programs, and athletic and other school-administered programs.