

January 24, 2012

Dear Parents,

It's already time to begin planning for the 2012-13 school year. The re-enrollment forms are enclosed along with the tuition and fee schedule for next school year. Please complete the enclosed enrollment agreement and submit your registration fee by March 1.

Financial aid is available to qualified families through the Private School Aid Service. These application forms are available through the school office (or attached if you have applied for financial aid in the past) and should be mailed directly to PSAS postmarked by **February 3, 2012**, if possible, to be in the first round of awards. In turn, PSAS will inform us of their analysis and our finance committee will determine awards. Financial aid decisions will be made by **February 28, 2012**. Of course, we will continue to review financial aid applications and make awards after this date. We ask that you make it a priority to submit your application as close to the February date as much as is possible. New this year, you may download the application from a link on Birchwood's web site, or go to the PSAS web site to complete the application. The Birchwood School code is 4432. After completing the on line application or the PDF version, you would mail it along with supporting tax documents and \$24.00 fee to Private School Aid Service P.O. Box 89434 Cleveland, OH 44101-6434

Enrollment and financial aid time line:

1. Re-enrollment forms(attached) are due **March 1** along with the fee payment for the 2012-13 school year. Based on re-enrollment we will notify new families on our waiting list of class openings. If your intentions are to **not** enroll your child for next fall, **please notify the school office before February 15**
2. In May we will send out a billing for the 2012-13 school year.
3. **Payments plans must be arranged by May 18th** with Tuition Management Systems. The first payment must be received by July 1, 2012. Options include a 10 month plan or two payments of 60% and 40% due July 1st and January 1st. Forms will be sent with billing.
4. **Tuition paid in full** should be paid by **June 1, 2012** directly to Birchwood School. Any other payments made to Birchwood School directly will be assessed a \$25.00 fee per transaction. These arrangements include Cleveland Scholarship and Tutoring participants.

Please note that we will continue the Volunteer Program for the 2012-13 school year. Your willing, supportive attitude has not only been an encouragement to the school and staff, but has also helped maintain our sense of community.

If you have any questions or concerns, please contact the school office.

Sincerely,
Birchwood School Finance Committee