



## Registration Handbook

2017 - 2018

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*Please retain this handbook for future reference.*

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## **REGISTRATION CALENDAR**

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May 31	Registration Form due with Registration Fee
June 30	FAFSA & Tuition Assistance Application complete (if applicable)
August 1	Tuition Contract complete
August 1	FACTS payment account set up (if applicable)
August 20	First monthly tuition payment due
August 28	First day of zman

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## **REGISTRATION**

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All students must register before attending YG classes and utilizing YG housing and meal plans. Registration is finalized only after all of the following items are complete.

1. Receipt of the completed and signed Registration Form by the Yeshiva Gedolah Administrator
2. Payment of the Registration Fee
3. Implementation of an approved payment plan
4. Submission of a Tuition Assistance Application, if applicable
5. Return of the signed Reduced Tuition Contract, if applicable

In the case of a late decision student enrollment, an extension may be granted whereby student attendance is authorized before finalization of the registration process. However, the minimum acceptable status to gain entry into the program includes submission of the Registration Form with payment of the Registration Fee, and payment of one month full rate tuition and fees or as arranged with the Business Manager.

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## **NEW STUDENT APPLICATIONS**

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There is a separate \$100 Application Fee for new students only which must be submitted with the completed application.

Note that new students must provide proof of high-school graduation and all post high-school Yeshiva transcripts along with their application.

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## TUITION AND FEE SCHEDULE

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Registration Fee	\$300
Tuition	\$9,700
Housing	\$4,850
Meal Plan	\$5,050
<b>TOTAL</b>	<b>\$19,900</b>

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## TUITION PAYMENT PLANS

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Tuition payment methods and options are summarized below. Full details are specified in the appropriate sections of the Registration Form.

1. Electronic monthly checking account debit or credit card payment via FACTS Management Company
2. Checks remitted at start of year for one/two payment option.
3. Credit Card monthly or one/two payment options; a convenience fee of 3% applies to all transactions.

Please note that tuition and fees are a yearly charge. The program is divided into two (2) five month semesters to conform to the Yeshiva College of the Nation's Capital program requirements.

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## MEAL PLAN OPTIONS

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The Meal Plan has partial plan options which must be specifically approved by the Yeshiva Gedolah Administration as detailed below. There is no accommodation for partial utilization of any meal plan.

1. Breakfast – weekdays (Sun-Fri) \$250
2. Lunch – weekdays (Sun-Fri) \$1,600
3. Dinner – weekdays (Sun-Thur) \$2,400
4. Shabbos and Chagim (when in session) \$1,100

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## **HOUSING, DEPOSITS AND PARKING**

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Prior to moving into YGW housing, students must complete a Rental Application for Residents and Occupants document, as required by the apartment building management company. The form will be provided with the registration package sent to enrolling students.

The following deposits are required for students living in YGW housing, as applicable, to be paid before housing or keys are furnished:

- |   |       |
|---|-------|
| 1. Security deposit for housing (all)         | \$250 |
| 2. Apartment key deposit (for apartment only) | \$50  |
| 3. Computer Lab key deposit (if requested)    | \$10  |
| 4. Parking tag deposit (if requested)         | \$50  |

Parking for student vehicles is available as follows:

1. Home based housing – street parking available at no charge; a parking tag is not required
2. Warwick apartment building housing – open lot and reserved parking spaces are available at the following monthly rates; a parking tag is required (\$50 deposit)
  - a. Open lot No charge (tag still required)
  - b. Upper level \$25/month
  - c. Lower level \$50/month
  - d. Main level \$75/month
3. On campus – limited space available during school hours only

For more information regarding reserved or open lot parking and to obtain parking permits, please contact the YG Administrator.

Please note that all parking fees for student parking are to be paid to Yeshiva of Greater Washington – Tiferes Gedaliah.

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## **TUITION ASSISTANCE PROCESS**

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### **SUMMARY**

YGW provides tuition assistance to students based on demonstrated financial need. The process includes a FAFSA submission to determine eligibility for Federal Pell Grants, a virtual (online) financial aid student interview, and completion of the (paper form) YGW Tuition Assistance Application. Details on many aspects of the program follow, including

procedures and actions to navigate the process as well as expectations of parents to meet the requirements and obligations of the program.

### **TUITION ASSISTANCE POLICY**

1. Student accounts are set at full rate at time of registration.
2. Families applying for tuition assistance must submit a new application each year, regardless of any prior year awards.
3. Tuition Assistance Applications will only be processed when:
  - a. Student Registration Form is submitted with paid Registration Fee
  - b. FAFSA is submitted online
  - c. Virtual Financial Aid Office (VFAO) student interview is completed online
  - d. The Tuition Assistance Application is submitted to YGW with all supporting financial documents
4. Families must commence payment at full rate until a reduced tuition contract is provided and executed (signed and returned to YGW).

### **TUITION ASSISTANCE PROCESS**

The Tuition Assistance process comprises an iterative interaction between parents, YGW administrative staff and the Tuition Assistance Committee. Prompt responses by all parties are necessary to finish the process in a timely manner.

**FAFSA Submission:** All parents requesting financial aid must complete the FAFSA online form, accessed at <https://fafsa.ed.gov>. This is a universal government form that determines eligibility for Federal Pell Grants. The FAFSA form should take 30-60 minutes to complete with your income tax forms in hand. **Parents should enter school code 039373 which references our approved college program Yeshiva College of the Nation's Capital.**

**VFAO Interview:** All students requesting financial aid must complete the online student interview section of the YGW Virtual Financial Aid Office, accessed at <https://yeshiva.vfao.com/default.aspx>. The VFAO is utilized by YGW to view the results of the parent's FAFSA submission and identify eligibility for Pell Grants that can partially fund tuition for the Yeshiva Gedolah program. The interview should take 30 minutes or less to complete.

**Tuition Assistance Application:** YGW uses an in-house application for all financial aid requests. This form includes various financial data which enables the Tuition Assistance Committee to assess financial need and award internal school grants. Completed forms must be submitted to the Office Administrator with all of the following supporting documentation:

1. Copies of your 2016 Federal tax forms and schedules
2. Copies of your 2016 W-2 forms for both parents
3. Copies of documentation for social security income, welfare, child support, food stamps, workers' compensation, and TANF
4. Supplemental materials that highlight financial circumstances

Submission may be mailed, emailed, or faxed. Incomplete applications will not be reviewed. Please note that mailed documents cannot be returned by YGW.

**Reduced Tuition Contract:** The Tuition Assistance Committee determines the tuition level for each family based on the application submitted, which is presented to the family as a written offer that serves as the formal tuition contract. Reductions in financial obligation are implemented immediately; however return of the executed Tuition Contract is required to complete registration. Admission of students to the program is conditional on the receipt of the Tuition Contract and commencement of the payment plan.

**Fulfillment of Tuition Contract:** The tuition contract for the school year will be considered complete only when the balance is paid in full. Transcripts and other school records will not be released for any student whose financial obligations are not complete.

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## FINANCIAL TERMS AND CONDITIONS

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### REGISTRATION

1. In consideration of your registration, YGW holds a space in the Yeshiva Gedolah program, engages faculty and commits to certain expenditures for the student. Enrollment, therefore, constitutes a contractual agreement between you and YGW.
2. Student registration is not finalized and student attendance to class and access to housing and meal plan are not permitted until Registration Form, Registration Fee, and payment plan are all completed.

## **TUITION CONTRACT**

1. All policies and procedures included in this handbook are considered part of Registration and the Tuition Contract.
2. Parents/guardians are financially responsible for the student registered, notwithstanding that the student may be over 18 years old.
3. The initial full rate *Tuition Contract* is required for every family, including parents/guardians applying for tuition assistance.
4. The full rate *Tuition Contract* remains in force unless replaced by a subsequent reduced *Tuition Contract* via the tuition assistance process.
5. Any approved reduced *Tuition Contract* remains in force unless replaced by a subsequent further reduced *Tuition Contract* via the appeal process.
6. Tuition payments must commence/continue at the current prevailing rate (items 3 and 4 above) for students to remain in the YG Program, housing and meal plan, inability or refusal to pay tuition as a result of not completing the tuition assistance/appeal process notwithstanding.

## **FINANCIAL OBLIGATIONS**

1. The executed *Tuition Contract* is a binding financial obligation on the student and parent/guardian.
2. Payment of tuition and fees shall be in accordance with the agreed upon payment method.
3. Payment of security deposit and key deposit shall be made prior to access to housing.
4. Payment of optional parking tag deposit and arrangements for any monthly fees shall be made prior to receipt of parking permit.
5. Checks returned for insufficient funds will incur a \$25 fee from YGW to the student account in addition to any charges imposed by the bank. Insufficient funds for FACTS payments are subject to fees in their contract terms (see FACTS agreement).
6. Release of transcripts and other school records is conditional upon the completion of the parent/guardian tuition obligation.
7. Delinquent accounts are subject to formal collection action. Parents/guardians are responsible for reasonable attorney's fees and other collections fees incurred by YGW, whether suit is actually filed or not.

## **STUDENT WITHDRAWAL**

1. Written notice must be provided to the YG Administrator (via e-mail, letter, or fax) upon withdrawal of a student, which commences adjustment of the tuition obligation for the period of time enrolled. The academic staff is not responsible for changing enrollment status or for adjustment of financial obligations. Charges will continue to accrue until written notification is received.
2. Scholarship awards are based on a full year enrollment and may be reassessed when a student withdraws early.
3. Enrollment is for a full year. Withdrawal after the completion of a semester constitutes early withdrawal.
4. The total charges are adjusted according to the following early withdrawal policy:
  - a. The Application Fee and Registration Fee are not refundable.
  - b. The number of months attended includes the full month in which the student withdraws. The effective withdrawal date is the later of the actual withdrawal date or the notification date.
  - c. Tuition, housing, and meal plan fees are paid on a full month basis regardless of student departure date within that month.
  - d. Tuition is charged at the prorated monthly rate plus one (1) month surcharge, not to exceed 10 months.\*
  - e. Housing is charged at the prorated monthly rate plus two (2) months surcharge, not to exceed 10 months.\*
  - f. Meal Plan is charged at the prorated monthly rate.\*

\* *Subject to increase from account statement rate if scholarship award was applied.*

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## **DORMITORY DEPARTURE**

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When a student leaves YGW, whether a permanent departure or on summer break with plans to return, they must follow the Dormitory Departure Agreement provided as part of the registration process. The three main aspects include:

1. Return of dorm or other YGW keys;
2. Removal or storage of personal belongings; and
3. Disposition of expenses assessed due to excessive disposal needs or repairs in the dorm facilities.



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## CONTACTS & RESOURCES

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### **Yeshiva Gedolah Office Administrator**

Rabbi Yitzzy Labell            301-649-7077, ext.1532      ylabell@yeshiva.edu  
Registration and Forms  
Housing and Meal Plans  
FAFSA and Tuition Assistance Applications  
Yeshiva College Program Information  
Withdrawals

### **Yeshiva Gedolah Mashgiach**

Rabbi Eliezer Kreiser        301-649-7077, ext.1418      ekreiser@yeshiva.edu  
General Program Information

### **Admissions Manager**

Rabbi Scott Hillman        301-962-5111, ext.1553      shillman@yeshiva.edu  
Student Inquiries  
Applications and Admissions

### **Business Manager**

Mrs. Maryanna Walls        301-962-5111, ext.1519      mwalls@yeshiva.edu  
Tuition Contract  
Tuition Assistance Process and Scholarship Awards  
FACTS Enrollment  
Payment Plans  
Withdrawals

### **Executive Director**

Mr. Daniel Ely                301-962-5111, ext. 1555      dely@yeshiva.edu  
Additional questions or concerns

### **Website Links**

YGW/Yeshiva Gedolah        www.yeshiva.edu  
Yeshiva College                www.ycnc.org  
FAFSA Application              https://fafsa.ed.gov  
YG Online Financial Aid        https://yeshiva.vfao.com/default.aspx  
FACTS Online Portal            https://online.factsmtg.com/signin/3CYFF or  
www.yeshiva.edu and click FACTS logo

תפארת גדליה



YGW

**Yeshiva Gedolah Campus**

1216 Arcola Ave  
Silver Spring, MD 20902  
301-649-7077 main  
301-649-7053 fax

**YGW Main Administrative Office**

2010 Linden Lane  
Silver Spring, MD 20910  
301-962-5111 main  
301-962-8372 fax