



Registration Information

2010-2011 School Year

***IMPORTANT* Updating Information in RenWeb**

In lieu of a lengthy registration process, we encourage each family to update all of their information in RenWeb, including medical and emergency contact information. Updates may be made 24 hours a day, 7 days a week! If the information is not updated, information that is currently on file will be utilized.

1. Log on to RenWeb
2. Choose the **School Information** tab at the left
3. Choose **Web Forms**
4. Double click the **2010-11 Family Demographic Form** link and you will see each of the forms that require updating. It is imperative for your student's health and safety that you take the time to review each of the forms to ensure information is up-to-date, particularly emergency contacts (found on the Emergency Contacts form) and medical information (found on the Enrolled Students form).

A few important notes:

- Update your student's allergy information. If no allergies, please indicate with N/A.
 - Check "Yes" for permission to treat if your child is allowed to receive medication at school.
5. Back out at Web Forms, double click the **Photo Permission Form** to indicate whether or not your child's photograph may be utilized in Ben Lippen-related materials.

March 28 Is Important Because...

Not Returning For 2010-2011 School Year?

- If your student *will not* be returning to Ben Lippen for the 2010-2011 school year, you must notify us in writing no later than **March 28** to:
 1. Be eligible for a tuition deposit refund if you've already paid your \$1,500 2010-2011 deposit
 2. Avoid being liable for 2010-2011 tuition

Please send written notification to sandy.hightower@benlippen.com as soon as possible.

2010-2011 Tuition Deposits

Most families who made annual or semester payments for the current school year have already paid their 2010-2011 tuition deposit. The deposit secures a space for your child and is applied towards the next year's tuition. If your deposit has not been paid, you will be contacted by our Accounting department. Contact sheri.burchill@benlippen.com or susan.carpenter@benlippen.com with questions.



Tuition Information

2010-11 Resident Student Financial Information

<u>Application Fee</u>	\$100 per student (non-refundable)
<u>Enrollment Deposit</u>	\$3,000 (applied towards tuition)
<u>Tuition</u>	\$28,085
Includes room, board & health insurance <i>(upon proof of insurance, health insurance portion of the fee can be waived)</i>	

Emergency Fund \$750

New Student Fee
Assessed one time for all new resident students \$100

<u>Grade Level Fees</u>	
Grade 9	\$80
Grade 10	\$160**
Grade 11	\$260**
Grade 12	\$360**

***includes prior years senior trip fees*

<u>English as a Second Language (ESL)</u>	
Beginner	\$2,270
Intermediate	\$1,700
Advanced	\$930
Summer	\$3,970

Termination of Contract Fee \$2,000

Tuition Payment Plans and Enrollment Deposits

Initial payment of selected plan and a **\$3,000** enrollment deposit for each student is due upon acceptance.

NOTE: Enrollment deposits for each *successive* school year are billed as stated below:

Annual tuition payments

Full tuition due July 1; **\$3,000** per student tuition deposit added to total due July 1

Semester tuition payments

60% tuition due July 1; 40% due December 1; **\$3,000** per student tuition deposit added to December 1 payment

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