

APPLICATION INFORMATION



MISSION STATEMENT

Melvin J. Berman Hebrew Academy is an Orthodox day school that provides a comprehensive Jewish and secular education in an atmosphere of reverence, good citizenship, and love of the Jewish people and Israel. Adhering to the standards of academic excellence and exemplary moral conduct, it prepares its students to become halachically observant, well-educated Jews. It provides opportunities for each student to achieve the maximum of his or her potential, engaged with, and contributing to, both the Jewish community and the society at large.

The creation of the State of Israel is one of the seminal events in Jewish history. Recognizing the significance of the State and its national institutions, we seek to instill in our students attachment to the State of Israel and its people as well as a sense of responsibility for their welfare.

*Harry A. Epstein Campus + 13300 Arctic Avenue + Rockville, MD 20853
301-962-9400 + Fax 301-962-3991 + www.mjbha.org*

Melvin J. Berman Hebrew Academy is a supported agency of the
Jewish Federation of Greater Washington.

Application Process

Thank you for submitting an application for admission to the Melvin J. Berman Hebrew Academy. We are privileged to share in this important step with you and your child.

Please fill out this application completely. Submit separate applications for each student.

Please refer to the check list for other materials that are needed to complete the admissions process.

Again, thank you for choosing MJBHA. We look forward to serving you and your family.

Mail this form, payments, and other relevant materials to:

Melvin J. Berman Hebrew Academy

Harry A. Epstein Campus

13300 Arctic Avenue, Rockville, MD 20853-3012

Attention: Registrar

301-962-9400

To make an appointment to visit the school, please contact Sharon Butler, Admissions Director, at 301-962-9400 ext. 5630 or email butlers@mjbha.org.

Application Checklist

PRESCHOOL

- Admission application
- Registration fee and tuition deposit
 - Discounted registration fee before February 15 (\$150)
 - Standard registration fee after February 15 (\$300)
 - \$250 tuition deposit
 - Conversion documents and visa, if applicable
 - Psycho-educational evaluation, if applicable
- Health Inventory
- Immunization record
- Copy of birth certificate

LOWER SCHOOL (GRADES KINDERGARTEN – GRADE 5)

- Admission application
 - \$50 non-refundable application fee
 - Teacher recommendations
 - Educational records
 - Conversion documents and visa, if applicable
 - Psycho-educational evaluation, if applicable
- Campus visit for students
 - Kindergarten students will attend informal screening
 - Students grades 1-5 will visit in current grade

Application Checklist (continued)

MIDDLE SCHOOL (GRADE 6 – GRADE 8)

- Admission application
 - \$50 non-refundable application fee
 - Teacher recommendations -- English Math Judaics
 - Educational records
 - Conversion documents and visa, if applicable
 - Psycho-educational evaluation, if applicable
- Campus visit for students
- Interview with Interim Middle School principal, Rabbi Moshe Shields

UPPER SCHOOL (GRADE 9 – GRADE 12)

- Interview request form
- Admission application
 - \$50 non-refundable application fee
 - Rabbi recommendation
 - Teacher recommendation
 - Educational records
 - Conversion documents, if applicable
 - Psycho-educational evaluation, if applicable
- Full day campus visit for students
- Interview with Upper School Principal, Rabbi Avi Levitt
(scheduled after receipt of application, fee, school records and recommendations)

Applicants will be advised of admission status in writing. Each student admitted to MJBHA agrees to abide by the rules and policies of the School.

After Admission (Grades K-12)

- 1. **REGISTRATION FEE AND TUITION DEPOSIT FOR GRADES K-12**
Due within two weeks of date of acceptance letter.
Discounted Registration Fee if received within two weeks of acceptance, plus \$250 tuition deposit
Standard Registration Fee if not received within two weeks of acceptance, plus \$250 tuition deposit
- 2. **FINAL OFFICIAL TRANSCRIPT**
Please submit transcript release form to your child's current school.
- 3. **TUITION CONTRACT**
- 4. **HEALTH FORMS**
Health inventory (preschool & kindergarten)
Copy of birth certificate (preschool & kindergarten)
Immunization record (all grades)
- 5. **EMERGENCY FORM** – Return within two weeks.
- 6. **TRIP/PHOTO CONSENT FORM**
- 7. **FINANCIAL ASSISTANCE** - PSAS Application filed if applying for financial assistance.

Terms and Conditions of Financial Obligations

In consideration of your application, MJBHA holds a space, engages faculty and commits to certain expenditures for your child(ren). The enrollment of your child(ren) at the School, therefore, constitutes a contractual agreement between you and the School.

A. FULFILLMENT OF FINANCIAL OBLIGATIONS

1. The fulfillment of financial obligations to the School shall be made through the "Payment and Agreement" form. The terms of this document are incorporated by reference into the "Payment and Agreement Form".
2. Release of report cards, transcripts, and school records is conditional upon the satisfactory settlement of your account.
3. Payment of tuition and fees is made by automatic electronic funds transfer (EFT), according to your choice of one of two schedules: A) Two equal payments on August 1 and December 1, or B) 10 equal payments, August - May.
4. Funds will be withdrawn on either the 1st or the 15th of the month. In the event of insufficient funds at the time of transfer, a second attempt will be made at the next cycle, two weeks later. There will be a \$30 charge for a returned payment. Any requests to change your EFT schedule must be made in writing, e-mail or fax to the Business Office. A charge of \$30 will be applied for changes in the EFT schedule made during the course of the year.

B. WITHDRAWAL OF STUDENTS FROM SCHOOL

In the event that the family withdraws a student from the School and/or from transportation, deposits are refundable only if the School is notified by June 30 that the family is relocating outside the greater Washington area.

Withdrawal prior to the start of school

If the family withdraws a student's application from the School after June 30, the registration fee and deposits are non-refundable.

Withdrawal after the start of school

Tuition and Transportation Fees

If the family withdraws a student from the School and/or from transportation after the start of the fall semester, the family is obligated to pay 10 percent of the total annual charge for tuition and/or transportation for each month of the school year, beginning **July 1** through the effective date of withdrawal. The effective date of withdrawal will be the later of (i) the last day of the month following the 30 day notice period required in Section B or (ii) the last day of the month in which the student leaves school and/or transportation. For example, if notice of withdrawal is received by October 15 and the student's last day of school and/or transportation is October 31, the effective date of the withdrawal is November 30, and the family will be responsible for total payments equal to 10% of the annual charges of tuition and/or transportation x 5 months.

If the school recommends withdrawal, the family is obligated to pay 10 percent of the tuition and transportation charges for each month from the first day of school until the last day of the month in which the withdrawal occurs.

Beth Joshua

If withdrawal takes place between the first day of school and December 31, the charge will be 50% of the annual Beth Joshua fee. If withdrawal takes place after January 1, the charge will be 100% of the Beth Joshua fee.

Registration

Registration fee is non-refundable.

Scrip, Daycare, and Homework Hour Fees

Scrip, daycare, and homework hour charges will be calculated on a pro rata basis from the first day of school through the end of the month of withdrawal.

Scholarship Fund

Unless there is a sibling in the school, the Scholarship Fund fee is subject to the same terms as tuition. If a sibling remains in the school, the full Scholarship Fund fee is payable.

For families receiving scholarship assistance: Since scholarship assistance is awarded based upon ability to pay, withdrawal of any or all students in a family will require reevaluation, and charges will be determined on a case by case basis.