

For Admin Use only

- Sabbatical
- T1
- T2
- T3
- Long Term International
- Long Term Costa Rican
- Start date _____ End date _____

- Admission Form
- Proof of Admission Fee Paid
- Copy of 2 yrs Acad Record
- Admission Exams
(4th to 11th grade)
 - ___ Spanish
 - ___ English
 - ___ Math

Signed financial and special support forms _____



Application for Admission 2021-2022 School Year

From _____ to _____
(please fill out dates)

Del Mar Academy has a non-discriminatory policy with respect to race, color, religion, sexual orientation, and national origin.

Del Mar Academy considers the records of all individual students to be confidential information, available to a child's parent/guardian only upon request.

Application Checklist

Please ensure that the following information is included along with this fully completed and signed Application Form:

- Non-refundable application administration fee of \$100 US per child
- Last two years of School Records (if applicable) for each student
- Any evaluations (if applicable, submit individual education plans; academic, behavioral, and/or psychological evaluations)
- For 4th to 11th Grade: Scheduled admission test interview (via Skype if possible)
- Signed Financial contract responsibilities agreement. **Please note that tuition and fees are NOT refundable, except under extraordinary circumstances.**

Please note that this application does not guarantee a position for your child at Del Mar Academy, nor is the fee applied towards the tuition if your child is accepted. It will be kept on file and you will be contacted should a position become available. Del Mar Academy reserves the right to place children in the appropriate learning environment in order to maintain balanced classrooms with regards to quantity, age, sex, individual needs, and compatibility with our operational philosophy and the Costa Rican Ministry of Education mandates.

If your child is accepted the following will be required within 10 days to reserve your space and avoid being put on the waitlist:

- 1-Copy of the parents' passport or cédula
- 2-Copy of your child's passport or cédula or Birth Certificate
- 3-Copy of your child's up-to-date immunization record, OR filled-out and signed Vaccination Exemption Form
- 4-Payment of Fees (Matriculation, Scholarship, Capital Investment) + Tuition of first trimester

The signature(s) below indicates that all information contained in this application is factually correct and honestly presented. The signature(s) below also indicates that you fully accept the school's policy that children cannot enter the first grade until they are six years and three months (6.3) old by September 15th. This policy is strictly enforced and complies with the regulations set forth by the Costa Rican Ministry of Education.

Mother's Signature _____

Date: _____

Father's Signature _____

Date: _____

Guardian's Signature _____

Date: _____

How did you hear about Del Mar Academy?

- Website
- Social Media
- Internet Search
- Referral _____
- Other _____

CHILD INFORMATION

Child's Full Name (F,M,L): _____
Child's Birth Date (MM/DD/YY): _____
Child's Exact Age on September 15, 2021(Ex. 4 years, 5 months, and 12days): _____
Sex (Circle One): Male / Female
Last Academic Grade Completed:(if applicable) _____
Name of Prior School (if applicable): _____
Location of Prior School (city, country): _____
Years of Attendance at Prior School: _____
Phone# of Prior School: _____
Child's Cedula or Passport# _____ Citizenship: _____
Child's Country of Origin _____
Child's Primary Language(s) _____

FAMILY INFORMATION

PARENT/GUARDIAN INFORMATION

<p>1. Parent/Guardian:</p> <p>Full Name (F,M,L): _____</p> <p>Relationship to Child: _____</p> <p>Cedula or Passport #: _____</p> <p>Citizenship: _____</p> <p>Occupation: _____</p> <p>Employer: _____</p> <p>Work# _____ Work hours _____</p> <p>Home Address _____</p> <p>_____</p> <p>Home # _____ Cell # _____</p> <p>E-mail Address: _____</p> <p>Country of Origin: _____</p>	<p>2. Parent/Guardian:</p> <p>Full Name (F,M,L): _____</p> <p>Relationship to Child: _____</p> <p>Cedula or Passport #: _____</p> <p>Citizenship: _____</p> <p>Occupation: _____</p> <p>Employer: _____</p> <p>Work# _____ Work hours _____</p> <p>Home Address _____</p> <p>_____</p> <p>Home # _____ Cell # _____</p> <p>E-mail Address: _____</p> <p>Country of Origin: _____</p>
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Other individuals currently residing with your child

Full Name	Relationship to Child	Age	Student, Occupation, or Other

Brief Health Information

Child's Physician: _____ **Phone#** _____

1. Please list any allergies the child has or may have. _____

2. Please list any physical or behavioral impairments/restrictions the child may have. _____

3. Is there any significant medical history or personal trauma that we should be aware of?

4. Has the child ever been subject to diagnostic evaluations (educational or psychological)? If so, please give details and attach any appropriate documents. _____

5. Are the child's immunizations up to date? If not, please explain. _____

Emergency Contacts

Please list at least two contacts other than the parents/guardians who can be contacted in the event of an emergency.

1.Name: _____

2.Name: _____

Relationship to child: _____

Relationship to child: _____

Home# _____

Home# _____

Work# _____

Work# _____

Cell# _____

Cell# _____

E-mail: _____

E-mail: _____

Important Questions

It is important to determine whether the parents'/guardians' educational philosophy is compatible with that of Del Mar Academy. Compatibility ensures success for both the student and the family. With this in mind, we ask that you answer the following questions as honestly and thoroughly as possible.

1. Please share what you know about the Del Mar education philosophy.

2. Why are you interested in a Montessori/Progressive education or the International Baccalaureate program for your child?

3. What life-long goals do you have for your child and how do you see Del Mar Academy assisting your child to meet these goals?

4. What areas would you consider to be your child's greatest strengths and what do you think Del Mar Academy can do to enhance these strengths?

5. Are you aware of any areas in which your child may need additional help and encouragement? Please explain.

6. How would you describe your child's personality and learning style?

7. Is your child involved in any activities/hobbies or have interests outside of school? If so, please describe.

Yes No _____

Has your child had experience being away from you? If so, please describe the reaction. If not, how do you think your child will react to school?

Yes No _____

9. What languages are spoken at home? Please list the language(s) the child is most comfortable speaking:

10. Are the child's parents divorced or separated? If yes, please indicate if there is any particular agreement or situation that Del Mar Academy should be aware of?

Yes No _____

11. In which of the following areas are you able/willing to provide support to Del Mar Academy?

- Fundraising activities
- Field trips
- Computers/Library
- Special events
- Classroom volunteers
- Lunch volunteer
- Playground supervision
- Class parent
- Preparation of Materials
- Committees
- Coaching extra-curricular activities
- Other (talents, resources, interests, etc.)

12. How long are you planning to keep your child(ren) at Del Mar Academy?

START DATE: _____
END DATE: _____
Total Number of months: _____

Fees and Tuition Information

2021-2022

Dear New and Returning Families,

Welcome to the Del Mar Academy community! We are honored by your trust and eager to begin or continue to work with you and your child(ren) during this upcoming 2021-2022 academic year.

Our school is experiencing wonderful growth, as we enter our second decade of providing an extraordinary educational experience. With expanded or new STEM, Experiential, Creative Arts, PE and Afterschool programs and strengthened Montessori, IB and Bilingual programs, supported by our excellent faculty and staff, we are poised for an exciting period in our history!

We have worked hard to keep Del Mar education at a reasonable cost given normal inflation, the high cost of operating a school in such a remote location, and our boutique size. We have held this year's tuition and fees (other than a new Scholarship Program fee) for returning families at no change and have managed to keep this year's tuition and fees increase to 5% for new families. This will allow us to provide our dedicated faculty and staff with a reasonable cost of living increase and an actual increased salary, to improve faculty retention and hiring success, expand some of our signature programs, and provide spaces for curricular innovation necessary to offer a quality 21st century international education.

In addition to selecting and committing to your payment schedule for the 2021-2022 academic year, this agreement also represents your promise to support Del Mar Academy's mission: A mission which aims to provide our children with an education that teaches them to work in harmony with nature, value the importance of teamwork and leadership, express themselves creatively, become empathetic towards others and their needs, engage in discussions as critical thinkers and problem-solvers, and prepare for life and further college study.

In order to complete the enrollment or re-enrollment process you will need to sign and return the attached agreement form, which includes the 2021-2022 Fees and Tuition Schedule.

In order to reserve your space we must receive payment of initial fees and tuition on the following deadlines. Otherwise we may forfeit your space:

New families: **Two weeks (10 days) after acceptance letter**

Returning Families: **June 1st**

We thank you for entrusting your child's education to us and for making a commitment towards the greater good of the school community. We look forward to our future collaborations and projects together!



Gabriel Maldonado
Head of the School



Verena Castro
Associate Head of School

PLEASE SIGN THE NEXT 3 PAGES TO COMPLETE THE APPLICATION FORM

Financial Responsibilities Agreement and Payment Schedule Directions

Please refer to the tuition and fees payment chart below, fill out, and return this agreement/payment schedule document to the school office or scan and send to accounting@delmaracademy.com. Also, please make sure to attach or email your matriculation payment receipt. If you have multiple children at the school, please include all names on this agreement/payment schedule document.

NOTE on FEES and Laptop Requirement:

1. **Technology fee** - this new fee is necessary to install and upkeep a mission critical internet and multimedia infrastructure and intracom communications capacity that is necessary to serve our instructional needs.
2. Please also see the letters below regarding the **Del Mar Academy Scholarship Fund** contribution asked of each new family and the requirement for some students to take **in and after school language classes**.
3. **LAPTOP REQUIREMENT** All students 6-12th grade need to bring to school a working laptop equipped with word processing, excel sheets and presentation programs (like Microsoft Office) every day. At home, students should have a printer as the school cannot provide students with printing.

In accepting this agreement/payment schedule, the undersigned accepts the responsibility for tuition for the full school year per child, from September 1st, 2021, through June 30th, 2022, irrespective of any absences or of a parent's decision to leave Del Mar Academy prior to the end of our school year.

Tuition and fees are non-refundable.

The school reserves the right to cancel the student's enrollment if payments are not made by the agreed upon due dates. Furthermore, in cases where tuition is past due, the school will reserve the right to withhold records or transcripts to other schools.

Late payments are subject to a late charge of \$100 per child. If the tuition and the late fee payment are not received within the two-week grace period after the due date, you will also be assessed a \$150 re-enrollment fee per child for the current academic year. In cases of failure to pay, the parent or guardian who is responsible for payment agrees to pay the School's expenses of enforcement and collection, including attorney's fees and costs.

Del Mar Academy reserves the right to terminate this agreement if (1) the student's behavior or lack of cooperation is deemed unacceptable; (2) tuition payments are overdue; or (3) there is parental/guardian disregard for Del Mar Academy's philosophy, policies, and /or practices.

This agreement/payment schedule in its entirety is between Del Mar Academy and (parents' names) _____ concerning (students' name) _____ enrollment for the 2021-22 academic year.

We/I, the parents, understand that it is our responsibility to read this enrollment agreement/payment schedule and we have read the Parent handbook in their entirety, and agree to their terms and conditions. We the parents / guardians understand that in signing this document, we accept and support the terms stated herein, the school's educational programs, and the policies and the rules and regulations of Del Mar Academy. (*payment chart above*)

- | | | | | |
|----|--------------------|--------------|-----------|-----------------|
| 1. | Student name _____ | GRADE* _____ | New _____ | Returning _____ |
| 2. | Student name _____ | GRADE* _____ | New _____ | Returning _____ |
| 3. | Student name _____ | GRADE* _____ | New _____ | Returning _____ |
| 4. | Student name _____ | GRADE* _____ | New _____ | Returning _____ |

*Toddler, Casa (pk3-5), Lower Elementary (G1-3), 4,5,6,7,8,9,10, 11,12

Parent Names _____
Parents' signatures _____
Date day/month/year) _____

Del Mar Academy signature _____ Date received (day/month/year _____

Dual Language and Special Education Support

Language support

Your children are about to begin an exciting journey, in which they will be learning a new language, Spanish. Not only will they be learning Spanish, but they will be receiving instruction in the various subject areas in Spanish in our bilingual (or dual immersion) school programs. Students with beginning levels of Spanish undertaking need additional support, beyond the scope of the regular school day.

Students newly entering in upper elementary (grades 4 - 6), and Secondary (7-12th grade), with beginning proficiency in Spanish, will be required to participate in Spanish classes twice per week from 3:15 to 4:15 pm (TBD) **and/or enroll in a special Spanish as a Second Language support course during school day.**

These group classes will be offered at DMA with a qualified instructor at a cost of \$380 - \$760 per trimester (roughly \$15/hour, though the fee is per trimester, not hourly). Payment of these services will be by trimester.

The objective of the classes is to provide students with second language instruction that will help them advance more quickly to intermediate proficiency. The classes will include direct instruction, fun activities, homework help, and occasional excursions with parent chaperones.

Students may test-out of this requirement on the middle- or end-of-year benchmark assessment by scoring at the intermediate level or above in both reading comprehension and writing as well as through teacher assessment in oral comprehension and communication. We believe this requirement will benefit all students and hope you view it, as an opportunity for your child to have quality second-language instruction beyond the regular scope of the school day at an affordable price, a convenient time/location, and a level, which is appropriate for your child.

Special Education support

We embrace all kinds of learners. Some students require special education support that goes beyond what our school can offer as part of its regular services, such as a paraprofessional, teacher assistant, OT services, specialized psychotherapy, academic tutoring, second language support, or special behavioral management approaches that are beyond the scope of what a boutique school like ours can offer in support of its students. **If in the schools' judgement, a child requires significant additional support to be successful behaviourally, emotionally and/or academically, parents may be required additional payments to support this special education or academic support including the costs of the salaries and materials that such support may require.**

I have read, understand and agree with the above statement of additional costs of special education and SPED services that are beyond the scope of a school regular offerings, and understand that the school may require additional payments in support of students success.

Parent Names _____

Parents' signatures _____

Date day/month/year) _____

Field Trip and Expeditions Program

Participation in Field Trips and overnight expeditions is an integral and essential part of the Del Mar Academy education. There are usually extra fees associated with these field trips that depend on the scope, number of participants and whether there are overnight or just day components. Participation in field trips is required, unless there are medical impediments or special family events that conflict with these. We will be moving towards an annual special expeditions fee but have delayed implementation due to the possible restrictions on field trips due to the coronavirus pandemic.

I understand that participation in DMA field trip & expeditions are an essential part of the school's academic experience:

Parent Names _____

Parents' signatures _____

Date day/month/year) _____

Scholarship Program

Our scholarship and financial aid programs support the linguistic, cultural, and socio-economic diversity of our school. They enable the development of future leaders from within the local community, and enable long-term Nosara families to have ongoing access to an outstanding international education. **Over 20% of our students receive some kind of financial aid.** To fund these programs, each new family incurs an initial investment fund fee of \$1,100 per child. Contributions to our Annual Scholarship Fundraisers are also expected! The scholarship program is designed to give significant (50% or more) financial support to local families who would not have the financial resources to enroll. Applicants and their parents have to be Costa Rican and the family has to have lived in the Nosara area for a minimum of 3 years. The application process requires a detailed financial analysis for each family as well as a home visit. The head of school and selected teachers work with the Scholarship Committee to identify applicants who are most likely to excel at Del Mar Academy. Barring any significant circumstances, children who are chosen for the scholarship program will receive a scholarship until graduation.

I understand that participation in the scholarship program is an expectation of the overarching community at Del Mar Academy.

Parent Names _____

Parents' signatures _____

Date day/month/year) _____

Del Mar Academy Tuition 2021-2022

	Enrollment & Matriculation Fees** Due June 1 or for new families two weeks (10 days) after admitted			
	NEW STUDENTS		RETURNING STUDENTS	
Grade	Non Residents (Full Rate)	Costa Rica Residents*	Non Residents	Costa Rica Residents*
Admissions Processing fee	\$105	\$105		
Matriculation fees	\$893	\$893	\$800	\$800
	Tuition Option #1: One payment due August 1			
Toddler (PK2) Full Day	\$9,370	\$8,671	\$7,920	\$7,720
Casa Montessori (PK3, PK4, K) Full Day	\$12,742	\$11,813	\$10,801	\$10,533
Primary (Montessori 1-2-3, 4th & 5th)	\$12,833	\$11,899	\$10,878	\$10,610
Middle and High School (6th - 10th)	\$13,192	\$12,233	\$11,185	\$10,908
IB Diploma (11th & 12th)	\$13,444	\$12,465	\$11,398	\$11,116
	Tuition Option #2 Three Payments (see below for due dates)			
	Three payments due July 1, Sept 1, Dec 1		Three payments due July 1, Sept 1, Dec 1	
Toddler (PK2) Full Day	\$3,279	\$3,035	\$2,772	\$2,702
Casa Montessori (PK3, PK4, K)	\$4,459	\$4,134	\$3,780	\$3,686
Primary (Montessori 1-2-3, 4th & 5th)	\$4,492	\$4,164	\$3,807	\$3,714
Middle and High School (6th-10th)	\$4,618	\$4,281	\$3,915	\$3,818
IB Diploma (11th & 12th)	\$4,705	\$4,363	\$3,989	\$3,891
	Additional Fees (Payments due with Matriculation Fees)			
Capital Investment Fee	\$1,365	\$1260		
Scholarship Fee All Students	\$1,155	\$1050		
Technology Fee (6th - 12th)	\$158	\$158	\$150	\$150
IB Examination (11th- 12th)	\$525	\$525	\$500	\$500

***Family Discount:** Families applying with three or more children receive a 10% discount on tuition for the third and 15% in the fourth. (The 10% or 15% discount does not apply to matriculation or other fees.)

***Scholarship Fund:** \$1155/\$1050 per child for new families.

*Matriculation does not include lunch, uniforms, field trips ,extra class activities, and transportation to school.

***IB Examination:** All IB Students must pay \$525 each year.

***Costa Rica Resident** = All Costa Rican Citizens and families that have official Costa Rican Residency by September 1st, 2020

**All amounts listed are U.S. Dollars

Instrucciones para depósitos o transferencias electrónicas

Instructions for National Wire Transfers or Deposits

De BANCO DE COSTA RICA (BCR) // From Banco de Costa Rica (BCR) Nombre de la cuenta / Beneficiary Account Name : **FUNDACION DMA**
Número de cuenta / Beneficiary Account Number: CR49015201001047648544
Tipo de cuenta / Account Type : **corriente en dólares**
Número de cédula jurídica / Beneficiary ID Number : **3-006-748849**

De otros Bancos en Costa Rica (via Sinpe) // From other Costa Rican Banks (via Sinpe)
Nombre de la cuenta / Beneficiary Account Name : **FUNDACION DMA**
Número de cuenta cliente / Beneficiary Account Number : CR49015201001047648544
Tipo de cuenta / Account Type : **Corriente en dólares.**
Número de cédula jurídica / Beneficiary ID Number : **3-006-748849**

Para Transferencias Internacionales (via Swift) // Instructions For International Wire Transfers (via Swift)

****Por favor agregue \$35.00 la comisión bancaria* / Please add \$35 for the transfer fee***

Para que las transferencias sean acreditadas en nuestra cuenta en Costa Rica al Banco de Costa Rica, las instrucciones deben ser las siguientes:

For outgoing International Wire Transfers to be credited to our account in Costa Rica at "Banco de Costa Rica", the delivery instructions should be as follows:

Bank : Banco De Costa Rica

SWIFT : BCRICRSJ

IBAN : CR49015201001047648544

BANK ADDRESS : 2do. piso Oficinas Centrales, calles 4-6 Avs. 0-2. San José. Costa Rica.

Name : FUNDACION DMA

Beneficiary Account Number: CR49015201001047648544

Beneficiary ID Number: 3-006-748849

Beneficiary Address: FUNDACION DMA Lot L-28. De la Estancia 1km al Este, 25 Norte y 200 Este. Nosara, Nicoya, Guanacaste, Costa Rica **Phone:** (506)-2682-1211 Fax: (506)-2682-1213

PLEASE SEND or BRING printed PROOF OF TRANSFER TO angelaghesquiere@delmaracademy.com
Por Favor ENVIAR o TRAER impreso comprobante de depósito angelaghesquiere@delmaracademy.com