

For ADMIN Use Only

- Long Term International
- Long Term Costa Rican
- Sabbatical
- \_\_\_ T1
- \_\_\_ T2
- \_\_\_ T3

For Administrative Use Only

- Admission Form
- Proof of Admission Fee Paid
- Copy of 2 yrs Acad Record
- Admission Exams  
(4<sup>th</sup> to 11<sup>th</sup> grade)
  - \_\_\_ Spanish
  - \_\_\_ English
  - \_\_\_ Math
- Signed financial and special support forms



## Application for Admission 2022-2023 School Year

Name of Student: \_\_\_\_\_ Grade Applying for: \_\_\_\_\_

Applying to Attend Del Mar From \_\_\_\_\_ to \_\_\_\_\_  
(please fill out dates)

Date of Application: \_\_\_\_\_

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

## 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)
- 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 a Medical Exemption (please note immunizations are mandatory in Costa Rica and Religious Exemptions are not accepted)
- 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, 2022 (Ex. 4 years, 5 months, and 12days): \_\_\_\_\_

Identified Gender (Circle One): Male / Female / NonBinary

Academic year applied: \_\_\_\_\_

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) \_\_\_\_\_

**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. (As previously noted, immunizations are mandatory in Costa Rica, and if your child's are not up to date, you will require a note from a medical practitioner stating the medical exemption for us to put on file) \_\_\_\_\_

**FAMILY INFORMATION**

**PARENT/GUARDIAN INFORMATION**

**Parent/Guardian #1**

**Full Name (F,M,L):** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Cedula or Passport #: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Mobile Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Country of Origin: \_\_\_\_\_

**Parent/Guardian #2**

**Full Name (F,M,L):** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Cedula or Passport #: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Home Address (leave blank if same as above) : \_\_\_\_\_  
\_\_\_\_\_

Mobile Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Country of Origin: \_\_\_\_\_

<b><u>Other individuals currently residing with your child</u></b>			
<b>Full Name</b>	<b>Relationship to Child</b>	<b>Age</b>	<b>Student, Occupation, or Other</b>

## 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.

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

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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?

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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?

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

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

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

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8. 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?

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

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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?

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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

2022-2023

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 2022-2023 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 for returning families at only a 3% increase and have managed to keep this year's tuition and fees increase to 6% 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 2022-2023 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 2022-2023 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: **April 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](mailto: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 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, 2022, through June 30th, 2023, 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 2022-23 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 ) \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Date received (day/month/year \_\_\_\_\_

Del Mar Academy signature \_\_\_\_\_

## 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 a special Spanish as a Second Language support course.**

**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's regular offerings, and understand that the school may require additional payments in support of student 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 \$1500 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 2022-2023

	Enrollment & Matriculation Fees** Due May 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	\$110	\$110		
Matriculation fees	\$950	\$950	\$825	\$825
	<b>Tuition Option #1: One payment due August 1</b>			
Toddler (PK2) Full Day	\$9,932	\$9,191	\$8,158	\$7,952
Casa Montessori (PK3, PK4, K) Full Day	\$13,507	\$12,522	\$11,125	\$10,849
Primary (Montessori 1-2-3, 4th & 5th)	\$13,603	\$12,613	\$11,204	\$10,928
Middle and High School (6th - 10th)	\$13,984	\$12,967	\$11,521	\$11,235
IB Diploma (11th & 12th)	\$14,251	\$13,213	\$11,740	\$11,449
	<b>Tuition Option #2 Three Payments (see below for due dates)</b>			
	Three payments due July 1, Sept 1, Dec 1		Three payments due July 1, Sept 1, Dec 1	
Toddler (PK2) Full Day	\$3,476	\$3,217	\$2,938	\$2,864
Casa Montessori (PK3, PK4, K)	\$4,727	\$4,382	\$4,007	\$3,907
Primary (Montessori 1-2-3, 4th & 5th)	\$4,762	\$4,414	\$4,035	\$3,937
Middle and High School (6th-10th)	\$4,895	\$4,538	\$4,150	\$4,047
IB Diploma (11th & 12th)	\$4,987	\$4,625	\$4,228	\$4,124
	<b>Additional Fees (Payments due with Matriculation Fees )</b>			
Capital Investment Fee	\$1,336	\$1,336	\$206	\$206
Scholarship Fee All Students	\$1,500	\$1,500		
Technology Fee (6th - 12th)	\$167	\$167	\$155	\$155
IB Examination (11th- 12th)	\$557	\$557	\$515	\$515

**\*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:** \$1500 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 \$557 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

**Fees and tuition is NON REFUNDABLE, unless you are waitlisted and cannot enroll**

# 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](mailto:angelaghesquiere@delmaracademy.com)**  
**Por Favor ENVIAR o TRAER impreso comprobante de depósito [angelaghesquiere@delmaracademy.com](mailto:angelaghesquiere@delmaracademy.com)**