



Tuition Schedule and Policy Manual

Tuition Schedule Policies

Tuition for the academic year is based on the location and the number of courses taken. All Merit classes are 60-90 minutes in length (based on location) and take place twice per week. Classes are offered virtual (Google Meet), in your home (or other location), or on campus at Merit Academy. Weekly College Advisory sessions are mandatory for middle and high school students to ensure that students are excelling in their course work, extracurricular projects, and time management and study skills. The Enrollment Fee is \$250 per course and is nonrefundable and is in addition to the tuition. Twelve-week Internships take place once per week for a minimum of three hours.

Courses will start 30 days after tuition payment is received in full. Delayed payments delay the start of instruction. Payments can be made by check or credit card. Legal holidays, child absences, and family vacations do not affect the tuition. If you should need to miss a class, please call Merit’s office by 4:00 PM the business day BEFORE the absence so we may inform the teachers. Teachers will email missed assignments and notes or video recommendations for missed lectures. In the case of a teacher absence, a substitute teacher will cover the class or the regular teacher will reschedule the class for another time. Should a parent withdraw his/her child from Merit Academy, the entire tuition for the trimester/semester is nonrefundable.

Tuition includes individual instruction, curriculum, lesson plans, and teacher materials. Tuition does not include college course tuition, field trips, guest speakers, transportation, textbooks, desk supplies, lab materials, outside registration fees, application fees, AP, PSAT, SAT/ACT tests, travel, or summer programs. Photographs taken will be used in Merit Academy’s advertising literature and website. If you prefer to be omitted from photographs, please state this on your enrollment contract.

Please note that Merit Academy will not release transcripts until all outstanding fees have been paid.

MIDDLE AND HIGH SCHOOL TUITION SCHEDULE						
#	Course Title	Classes/Week	Virtual Class	In-Home Class	On-Campus Class	Fees
1	ENG:	2x/week	\$4,595	\$6,195	\$8,295	
2	LIT:	2x/week	\$4,995	\$6,595	\$8,795	
3	HIS:	2x/week	\$4,795	\$6,195	\$8,295	
4	MATH:	2x/week	\$4,595	\$6,195	\$8,295	
5	LANG:	2x/week	\$4,595	\$6,195	\$8,295	
6	SCI:	2x/week	\$4,995	\$6,595	\$8,795	
	Educational Advisory	1x/week	\$2,700	NA	\$2,700	
	Internship	1x/week	\$1,000+	\$1,000+	\$1,000+	
						Lab Fees
						Enrollment Fee (\$250 per class)
						Special Circumstance Fees and Program Set-up Fees (\$180/hour)
						Total Middle & High School Semester Fees

Offices in Santa Cruz, Cupertino, Palo Alto
 877.357.5655 Santa Cruz: 831.462.5655 Fax: 831.462.0506
 Palo Alto: 650.321.9400 Cupertino: 408.267.5655
 Headquarters: P.O. Box 2988, Santa Cruz, CA 95063
www.meritworld.com Email: info@meritworld.com
Merit Academy is a Kindergarten through 12th Grade Independent School



Policy Manual for Merit Academy

Welcome to Merit Academy! Merit Academy offers you a challenging curriculum and an opportunity to excel with the guidance of our dynamic teachers in a safe, small class setting. We're sure you'll thoroughly enjoy your middle school and high school years at Merit Academy.

Merit Academy Board of Directors

Susan Tatsui-D'Arcy, MA (Educational Administration, Santa Clara University)

Samuel Artioli, BS (Computer Science, Rensselaer Polytechnic Institute)

Jaclyn D'Arcy, MBA (Marketing/Management, Kellogg School of Business)

Barbara Eastburn, BA (History, English, East Texas University)

Julie Monroe, BA (Communications, Colorado University Boulder)

Robert D'Arcy, MA (Public Administration, San Jose State University)



Merit Academy Mission Statement

Merit Academy provides the highest quality individualized instruction for each and every student in order to provide a comprehensive and academically challenging education that ensures that the student's academic, social, and emotional needs are met. Students are guided on this path by enthusiastic and passionate teachers with the goal of matriculating to a top college and subsequently pursuing a successful and satisfying career. Communication between teachers, students, parents, and administrators is the cornerstone of Merit Academy's philosophy and success.

Merit Academy Schoolwide Learner Outcomes

Merit Academy's Schoolwide Learner Outcomes center around giving students the academic, social and global skills needed to give each student the foundation they need to succeed in higher education and their future careers.

Merit Academy promotes discussion and critical thinking and expects graduates to:

- Effectively communicate using oral and written formats
- Discuss, debate, and write papers to demonstrate their critical thinking and analytical prowess

Merit Academy inspires its students to excellence in all areas of development and expects graduates to:

- Read and comprehend novels, poetry, non-fiction, and textbooks
- Solve mathematical and scientific problems using critical thinking and problem-solving techniques
- Be capable of entering STEM majors in college

Merit Academy encourages its students to be global citizens and expects graduates to:

- Understand global issues and initiate organizations to remedy problems
- Be professional, entrepreneurial, environmental, financial, and innovative leaders.
- Be mindful of sustainability and their own personal environmental impact and actively work to improve the environment both locally and globally

Merit Academy promotes responsibility and expects its graduates to:

- Take ownership of their own learning and advancement
- Demonstrate a commitment to civic and community involvement
- Honor and take pride in themselves, their campus and their community

Merit Academy emphasizes integrity and expects its graduates to:

- Conduct themselves with honor and civility in the classroom and in the community
- Lead others through ethical example

Merit Academy Hours:

Monday-Friday: 9:00 am-3:30 pm; Staff Hours: Monday-Friday: 9:00 am -5:00 pm

Students who forget things on campus may only return to Merit during operating hours.

Attendance

Regular attendance at Merit Academy is required in order to maintain high academic standards. With fast-paced classes, missing even one day may set back students. Schedule doctor and dental appointments for after school or on the weekends, and plan family vacations during Merit Academy's holidays.

Tardies

Students are required to arrive 5 minutes before school begins at 9:00 am. Teachers would like students to be ready with Merit planners and materials when class starts. Tardies of more than 3 minutes will result in additional homework (worksheet) that will be considered in your overall grade. Teachers whose classes run past the designated class time will inform the next teachers of excused tardies.

Student Absences

One of the advantages of having one-to-one classes is that when students are absent, the class stops, and they don't fall behind. If students need to miss a class, please call Merit's office by 4:00 PM the business day before the absence so we may inform the teachers. The teachers will provide students with assignments and other support needed to prepare them for the next class. If students miss too many classes and fall behind, the teacher or the director may require students to take make-up classes (\$100-\$150/class). These make-up classes need to take place within two weeks of the absences and within the scheduled semester. In the case of a teacher absence, a substitute teacher will cover the class or the regular teacher will reschedule the class for another time.

Dress Code

Student attire at Merit Academy can be as individual as each student is. We ask that students to refrain from wearing clothing with hateful or discriminatory messages or pajamas to class. It's best to wear comfortable clothing.

Homework

Merit Academy's faculty do not assign "busy work" or assignments that are not directly related to the subjects studied. You'll be provided with a syllabus from each teacher on your first day of classes. Homework assignments, studying for exams, writing papers, preparing for projects, and internship projects constitute most of the homework time. You'll need to arrange transportation to the libraries. Be prepared to spend between 2 – 5 hours on homework per night and on the weekends. Merit Academy's workload is intended to challenge, stimulate, and build technical and critical thinking skills.

Merit Academy Planners and Google Calendars

All students are required to use Merit Academy Academic Planners or Google Calendars. The college advisor will demonstrate how to use this planner to plan your schedule so you can complete all homework assignments, papers, and projects, which will give you more time for your personal and family activities.

Monthly Student Evaluations

Teachers will write Student Evaluations once per month to keep students, parents, and other teachers informed of classroom and field trip activities as well as student progress. Students are all required to be aware of information given in these monthly evaluations. Important dates, fees owed, drivers needed for field trips, town meetings, and policy changes are all addressed in parent letters.

Teacher Meetings

Students are encouraged to meet with their teachers to discuss their progress and to get help if needed. Merit Academy teachers always have time to discuss course content, help with assignments, and prepare for upcoming exams. If students aren't satisfied with their grades, they should discuss a plan to improve them with their teachers to get guidance and recommendations about what can be done to improve grades BEFORE it's too late.

Teacher Privacy

The teacher's phone numbers and addresses are not distributed to students or their families. The teachers are encouraged to hold professional relationships with students and their families. The teachers enjoy their privacy when at home and appreciate meeting with the students and parents during scheduled classes. Students can contact the teachers by emailing them or meeting with them before or after class.

Director and College Advisory Counselor's Office Hours

Susan Tatsui-D'Arcy is concerned about student success inside and outside the classroom. Her office hours are Monday – Friday (9:30 am – 5:00 pm), by appointment only.

Extracurricular Classes

Merit Academy offers many extracurricular classes after school to enhance the curricula. Some classes may support classroom studies while others may explore areas not covered at Merit (computer programming, website building, sewing, piano lessons, personal protection, first aid, robotics, foreign languages, cooking etc.). Information about the dates, times, and fees for these classes will be in your parent letters.

High School Businesses

Students may start their own businesses under the guidance of Merit's College Advisor. This requires that students work on all aspects of running their businesses after school hours. This experience gives them the opportunity to learn about marketing, sales, accounting, and customer service. The students seek financing upon completion of their business plan. All profits made from their individual business are theirs to keep.

Internships

Students will have the opportunity to participate in 12-16 internships during their high school years at Merit Academy. In order to qualify for internships, students need to be in good academic standing (GPA: 3.0, no "D"s or "F"s, no unexcused absences, no suspensions) and they need a recommendation from the College Advisor. The purpose of the Internship Program is to offer students exposure into a variety of careers. Each student works with his/her mentor for the entire term. All internship placements are set ahead of time by the director and Merit staff. They'll need to arrange your transportation to and from the internship location.

Merit Academy will endorse student employment placements that result from internships if students have a 3.5 GPA, good attendance (no unexcused absences), no “C”s, “D”s, or “F”s, and receive letters of support from all of their teachers. Maintaining a strong GPA and participating in 12-16 internships is the goal at Merit. Employment (work study) opportunities are only granted to those students who show exceptional strength, integrity, and maturity.

Travel

The students are encouraged to join other students on our major excursions during the academic year: world community service and/or history/literature studies. Students may end the school year with a one-week trip to areas they have studied in history or literature. They will travel to four continents (Europe, Asia, South America, and Africa) as part of their history studies and community service during their high school program. All trips are financed by Merit fundraisers and parental support. Students will need to get passports, notarized letters allowing the students to travel with Merit Academy faculty, and immunizations records. These excursions are the highlight of the year for the students.

Merit can also join you on family excursions to include the educational focus that ties into our curriculum. Parents are encouraged to invite Merit teachers to join their families on the educational portions of their vacations. Families are expected to finance the teacher’s transportation, lodging, admission and tickets, and meals. Merit teachers can work with the students to organize the itinerary for these trips.

Field Trips

Teachers will arrange all field trips based on Merit Academy’s comprehensive educational program. Students are encouraged to participate in all field trips but participation is not mandatory. Many students take field trips with their families and report back to their Merit teachers.

One driver is needed (depending on passenger seating capacity) for each Merit group field trip. Please discuss the field trip schedule with your teachers and parents. All drivers need to provide the director their current DMV driving records. Parent participation on field trips is necessary. Field trip fees are determined by the cost of admission for students, teachers, and drivers, and parking fees/tolls. The total cost is divided by the number of students. Merit Academy teachers are neither insured nor responsible for providing transportation for students on field trips or excursions.

Student Annual Physical Exams and Immunization Records

In order to insure that students develop physically accordingly to the health standards set forth by the State of California, all students are required to take a physical examination and receive age-appropriate immunizations prior to the start of each school year. The physical examination will include screening for vision, hearing, scoliosis, physical activity, and contagious diseases. Please give your physician Merit Academy’s Annual Physical Examination Form to complete and sign.

All students are also required to provide Immunization Records to prove that they have received all immunizations required by the School Immunization Law. Children entering preschool or kindergarten are required to have Varicella (chickenpox), polio, DTP/DTaP, MMR, Hepatitis B, and Hib vaccinations prior to enrollment at Merit. Students enrolling at Merit between 1st and 12th grades are required to have booster shots or doses for polio, DTP/DTaP, MMR, Td, Hepatitis B, and Varicella. For specific requirements, see Guide to the Requirements of the California School Immunization Law (Health and Safety Code, Division 105, Part 2, Chapter 1, Sections 12025-120380; California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Sections 6000-6075) or the laws within your state if you do not reside in California.

At the start of each school year, students are required to provide an update Immunization Record. Students may be exempt from some immunizations for existing medical conditions or personal or religious beliefs.

Toxic Substances and Hazardous Materials Policy

Merit Academy provides a safe environment for students, teachers, staff, and administrators. Students are required to use safety equipment, including safety glasses/goggles. All toxic substances and hazardous materials are kept in locked cabinets or storage containers. The teacher and/or director is responsible for the safe keeping of these materials. Any hazardous waste generated will be disposed through a registered and permitted hazardous waste disposal company. Teachers will post emergency response procedures in a conspicuous location during labs and give copies of these reports to each student involved in the lab.

Probation and Expulsion

Inappropriate behavior (fighting, sexual/religious/racial harassment), cheating, lying, theft, destruction of property and smoking are grounds for probation and/or expulsion. Using old papers, copying work and turning it in as your own, and giving test information to others are also grounds for probation and expulsion. After three occurrences, the student will be expelled. Any kind of drug or alcohol use or carrying weapons or dangerous items will result in immediate expulsion. In the event of expulsion, transfer or withdrawal, parents are responsible for full payment of all tuition and other fees. Merit Academy reserves the right to withhold transcripts and student records until tuition and other fees are paid in full. By signing the Enrollment Contract, you are authorizing Merit Academy to withhold transcripts and other records until tuition and other fees have been paid in full.

Merit Academy classes proceed at an accelerated rate requiring that all students complete assigned work by given deadlines. Repetitive late homework or incomplete assignments will result in a probation period. Students who receive below average grades will also be put on probation. Parents will be called in for consultation. Merit Academy prides itself on an accelerated program of academic excellence with a student body that consists of students who are motivated to learn.

Sexual, Religious, and Racial Harassment Policy

Merit Academy provides a safe educational environment that is free from religious, racial, or sexual harassment and violence for students and teachers. School-based sexual harassment affects students (both girls and boys) academically as well as emotionally. The harm caused by sexual harassment doesn't end with graduation, it continues to take its toll on men and women in the workplace and in their future families. In order to prevent sexual harassment in the classroom and on the campus, Merit Academy has developed a description of behaviors that are considered harassment so that all students, teachers, tutors, staff, and administrators are informed. Harassment is defined as unwelcome overtures at school when your education depends on your putting up with or giving in to the overtures. Even though the words may have been intended to be harmless teasing or flirting, if the other person feels it is inappropriate, it is harassment. If there is any doubt about the appropriateness of a situation, simply turn the tables and evaluate how you would feel if someone had said the comment to you. Would you feel comfortable making the same comment to a family member or on the television news? Discipline may range from a letter of apology to all affected parties to expulsion from Merit Academy. The student will also be required to engage in sexual harassment seminars or private counseling.

Hold Harmless, Liability Exemption, No Guarantees

I agree that the student and/or parent or guardian (CLIENT) retains sole ownership of all intellectual and/or physical property (PROPERTY) created or modified as a result of any projects or collaboration with Merit staff, owners, personnel, employees, agents, contractors, invitees or volunteers (MERIT), and that the CLIENT also assumes all legal and personal responsibility for said PROPERTY. If CLIENT is a minor, all legal and personal responsibility resides with CLIENT's parents and/or legal guardians.

CLIENT also agrees to fully defend, indemnify and hold harmless MERIT from any and all claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, of any kind whatsoever (including without limitation all claims for monetary loss, property damage, equitable relief, personal injury and/or wrongful death), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state or local government body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or willful misconduct on the part of MERIT, its officers, owners, personnel, employees, agents, contractors, invitees or volunteers. This indemnification applies to and includes, without limitations, the payment of all penalties, fines, judgments, awards, decrees, attorney's fees, and related costs or expenses, and any reimbursements to MERIT for all legal fees, expenses and costs incurred by it.

CLIENT hereto acknowledges and agrees that MERIT cannot guarantee the results or effectiveness of any services rendered or to be rendered by MERIT (college advisors, specialists, teachers, tutors, contractor, staff). Rather, MERIT shall conduct its operations and provide its services in a professional manner and in accordance with good industry practice. MERIT is not responsible for human errors involving deadlines, prompts, and application requirements. MERIT will use its best efforts and does not guarantee results.

MERIT does not guarantee any expected results in consulting on or developing projects, that any results are fit for any particular purpose, or that any results do not infringe rights of third parties or patents. CLIENT and MERIT shall not create or develop any technology that knowingly infringes any third party intellectual property rights. For the avoidance of doubt, neither parties' obligations in the respect comprise conducting patent searches. Furthermore, MERIT shall not be held liable for lawsuits that may result from projects that cause bodily or mental health damages, personal property damages, death, or other unforeseen problems.

CLIENT agrees that the individuals who have signed this agreement have the actual legal power, right and authority to make this agreement and bind each respective party.

CLIENT agrees that no supplement, modification or amendment of this agreement shall be binding unless executed in writing and signed by both Parties.

CLIENT agrees that no waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege or service voluntarily given or performed by a party shall give the other Party any contractual right by custom, estoppel or otherwise.

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed and enforced as so limited. The intent of the Parties is to provide as broad an indemnification as possible under California law. In the event that any aspect of this Agreement is deemed unenforceable, the court is empowered to modify this Agreement to give the broadest possible interpretation permitted under California law.

This Agreement shall be governed exclusively by the laws of California, without regard to conflict of law provisions. Any lawsuit or legal proceeding arising out of or relating to this Agreement in any way whatsoever shall be exclusively brought and litigated in the federal and state courts of California. Each Party expressly consents and submits to this exclusive jurisdiction and exclusive venue. Each party expressly waives the right to challenge this jurisdiction and/or venue as improper or inconvenient. Each Party consents to the dismissal of any lawsuit they bring in any other jurisdiction or venue.

Final Note

Let's work as a team to ensure that every student receives the best education in the safest, most supportive environment. Make sure students get plenty of rest and have a sufficient amount of time at home to complete homework and other projects. Check with teachers about deadlines and homework to avoid the horrible 11th-hour panic to cram for tests and deadlines. The teachers require that students be ready for classes 5 minutes before class starts in order to be ready to begin class promptly.

Merit Educational Consultants' Program Fees and Policy Manual

Program Fees

College Advisor

Virtual Sessions (Mon-Fri)	\$180/hour
Weekend and Holiday Sessions	\$225/hour
On-Campus	\$225/hour

College/On-Campus

Virtual Sessions	\$150/hour
In-Home Sessions	\$175/hour
On-Campus	\$205/hour

College/Specialist

Virtual Sessions	\$125/hour
In-Home* Sessions	\$150/hour
On-Campus	\$180/hour

*Transportation fee may be applied

College/Urge/ur

Virtual Sessions	\$125/hour
In-Home Sessions	\$150/hour
On-Campus	\$180/hour

Initial Assessment

Virtual Sessions (Mon-Fri)	\$180/hour
Weekend and Holiday Session.....	\$225/hour
On-Campus	\$225/hour

Custom Professional Internship Placement.....\$1,000.00+

Twelve 3-hour sessions over a 12-week period
(hours flexible)
Internship Advisory (\$180.00 per hour)

Merit Planner.....\$25.00

To improve study and time management skills

Career Test.....\$50.00

At Merit's Office's in Cupertino, Palo Alto, Santa Cruz,
or Google Meet
Guidance and support during test (\$180.00 per hour)
Discussion and planning after test results (\$180.00/hour)

Boot Camp Fees

Time Management One-Day Boot Camp

.....\$1,000+/day

(3) one-hour sessions with Time-Management
Specialist per day

24 hours of Supervision

All meals (breakfast, lunch, and dinner)

Overnight accommodations

Tutorial support available (billed separately)

College advisor available (billed separately)

Additional Time Management Specialist support
(billed separately)

** Students receive 24-hour time-management supervision and guidance. By working with their college advisor and time-management specialists, students learn how to manage their time, complete homework and projects, and prepare for exams. This "boot camp" experience is designed to break bad habits and start new good ones, while having fun with Merit's specialists and staff.



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Merit Academy is a Kindergarten through 12th Grade Independent School

Merit Educational Consultants' Policy Manual

Welcome to Merit Educational Consultants, LLC! Merit offers you a full range of programs including College Advisory, ProjectMerit, Academic Specialists, Private School, and Internships Placements. We're sure you will thoroughly enjoy working with the dedicated professionals at Merit.

Policies

Consultation

Consultation (email, Google Meet, phone, or on-site meetings) with the Director, College Advisors, Specialists, and others is billed in 15-minute increments.

Payment Policy

At the beginning of the month, Merit will send a detailed list of charges (in the form of an invoice) for the previous month's sessions. If you prefer to pay by check, please send your payment in by the 15th (call the office if you are uncertain whether your check will arrive on time). To automate payments and to avoid late fees (\$25), Merit will automatically debit your credit card the day after invoices are emailed. Merit keeps your credit card information on file, even if you plan to pay by check, to guarantee on-time payments.

Cancellation Policy

Merit must be notified by 4:00 PM the business day *before* an absence to avoid being billed for the entire scheduled session. Weekend and Monday sessions need to be canceled by 4:00 PM on the Friday before the scheduled session because Merit is closed on weekends. We do not make exceptions for student illnesses, transportation problems, personal schedule changes, or other unforeseen activities. Please arrange schedule changes and cancellations with Merit's Office Assistant in advance.

Authorization for use of Photography

Merit has my permission to use photos of my child for promotional purposes.



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