



May 30, 2019

Dear Parent/Guardian,

Welcome to the 2019-2020 school year! The Business Office is here to help you and your child with any questions you may have regarding tuition, insurance, or the student drawing account (SDA). Enclosed are forms you will need to complete and return to us **on or before August 15, 2019**. By filling out the required forms and including all required payments noted below, you will be able to go directly to registration. *Please note, a parent or legal guardian must sign; students cannot sign for themselves.*

The Business Office will need the following from you on or before August 15, 2019:

Forms – <i>please sign and date each form</i>
Parental Waiver Form
Student Drawing Account (SDA) Permission Form

Payments
\$2,150 boarding/\$350 day for SDA (starting balance + security deposit)
Any balance currently due for tuition.

All payments may be made by check, money order, ACH or wire transfer. Sorry no credit cards. You can also make payments over the summer so that the account is fully funded by registration day.

Please be aware that students will not be allowed to register with a past due tuition balance, without the completed forms and/or without the SDA deposit.

You may reach us either by phone, email, or in person in the Business Office in Wickersham, the administration and classroom building. We are looking forward to a great year!

Sincerely,

Melissa Gardner
Director of Finance
gardnerm@darrowschool.org
518-794-6051

Missy Meyer
Business Office Associate
meyerm@darrowschool.org
518-794-6001

The Darrow School Student Drawing Account Information Sheet

The Student Drawing Account (SDA) is a charge account for students so that students do not need to keep large amounts of cash in their rooms and to pay for routine expenses. An initial deposit of **\$2,150.00** (beginning balance plus security deposit) for boarding students and **\$350** (beginning balance plus security deposit) for day students is required at the beginning of the school year.

Items that are typically charged against the Student Drawing Account include, but are not limited to:

Examples	Amount	Parent's Permission required
Text Books/Studio Art Fees	Up to \$500	no
School Supplies	varies	no
Allowance	\$10-\$30/wk	yes (<i>SDA form</i>)
Weekend Activities	\$15-\$25	yes (<i>SDA form</i>)
Money for travel/vacation spending	varies	yes
Transportation (for travel or medical appts)	\$25-\$500 (limo)	no
Sports (Skiing)	Approximately \$400	yes
Spring Term Trip/Activity	\$120-\$2,200	yes
Postage/Shipping Fees	varies	no
Pharmacy Charges	varies	no
School Store purchases (Darrow Ware)	varies	No (<i>unless restricted</i>)
College Applications/SAT tests	varies	no
Prom Expenses (hair, nails, tux, flowers)	varies	yes
Donations to School Fundraisers	varies	Yes, <i>over \$10</i>
Dorm/Sport Clothing Purchase	varies	yes
Lost/Non-returned keys	\$20-\$25	no
Late Travel Forms Fee	\$25	no
Dorm Damages/Cleaning Fees	varies	no
Lost Library Books	varies	no

A **\$150 security deposit** is required to open the drawing account and will be held until your child leaves. Your child may draw from the account as long as there are sufficient funds. Grades, comments or transcripts to colleges will not be mailed for any student with a negative SDA balance at the end of the school year. Any remaining funds in the SDA account will not be disbursed until all expenses have been received and paid in full. The anticipated release date of these funds will be July 15, 2020.

Parents will be made aware of the SDA balance through statements e-mailed each month.

Wire information for those who wish to wire deposits (fees apply).

Berkshire Bank, Pittsfield, MA Route Number 211871691 Account Number 100020769486 STUDENT NAME MUST APPEAR ON WIRE

ACH option is also available (no fee). Contact the Business Office for details.

THE DARROW SCHOOL BUSINESS OFFICE: 518-794-6001

The Darrow School

Student Drawing Account (SDA) Permission Form

Please complete this form and return to the Business Office with the initial deposit of **\$2,150.00** (beginning balance plus security deposit) for boarding students and **\$350** (beginning balance plus security deposit) for day students no later than **August 15, 2019**, in order for us to establish your child's account so that it is available for their needs immediately.

1. WEEKLY ALLOWANCE:

My child is to receive weekly \$_____ cash, from the SDA .

The recommended amount is \$15.00.

2. WEEKEND ACTIVITIES:

My child has permission to participate in weekend activities and may withdraw, through the Activities Director, up to \$_____ for these activities.

The recommended amount is \$20.00 per weekend.

3. SDA PERMISSIONS/RESTRICTIONS: In the event that you would like your child to make decisions regarding his/her own finances, you may choose to allow him/her to draw money without your permission if funds are available. Or, you may want to restrict your child from withdrawing for specific reasons. Please indicate your choice below:

My child has permission to withdraw funds from their SDA independently up to \$_____

My child may NOT withdraw money for

_____.

Student Name: _____

Signature of Parent or Guardian: _____ **Date:** _____

Wire information for those who wish to wire deposits (fees apply).

Berkshire Bank, Pittsfield, MA
Route Number 211871691 Account Number 100020769486
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