



San Diego High
School of International Studies
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San Diego CA 92101-4799
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To: Parents of IB testing Seniors and Juniors
From: Nirit Cohen Vardi, IB Coordinator
Re: May 2019 IB Exam Registration and Fees Payment Plan Worksheet

DUE: NOVEMBER 7TH – TO: SDHS Finance Office

(Turn in the packet – NO Money is required)

PLEASE NOTE THAT ANY FAMILY RECEIVING THIS PACKET HAS A STUDENT WHO IS ELIGIBLE AND HAS BEEN REGISTERED TO TAKE AN IB EXAM.

Please find included:

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- Registration Confirmation
 - IBO Produced Invoice
 - Payment Plan Worksheet
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Each student has a Blue Bear account at the San Diego High School Finance Office. All payments into the student's Blue Bear account are made directly to the Financial Clerk in the San Diego High School Finance Office.

ALL monies received by the San Diego High School Finance Office for payment of IB Registration and Exam fees will be transferred to the San Diego Unified School District (SDUSD), who will submit a single payment to the International Baccalaureate Organization (IBO) for payment of the total invoice of *all* IB Registration and Exam fees.

CHECKLIST TO BE COMPLETED

- ☐ STEP 1: COMPLETE THE STUDENT & FAMILY INFORMATION SHEET
- ☐ STEP 2: COMPLETE THE STATEMENT OF INCOME ELIGIBILITY FORM
- ☐ STEP 3: REGISTRATION CONFIRMATION AND SIGNATURE PAGE
- ☐ STEP 4: IBO PRODUCED INVOICE
- ☐ STEP 5: SELECT PAYMENT OPTION
- ☐ STEP 6: CALCULATING HOW MUCH YOU ARE REQUIRED TO PAY
- ☐ STEP 7: SIGN IBO PAYMENT AGREEMENT FORM
- ☐ STEP 8: **TURN IN PACKET TO FINANCIAL CLERK – due: November 7, 2018**
(Even if you are not yet turning in any money this completed and signed packet must be turned in by November 7, 2018)

STEP 1 Student and Family Information: PLEASE PRINT
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Student Last Name

Student First Name

Date of Birth (MM/Date/Year)

Male/Female

Address

City, State, Zip

Student Phone Number

Email (Parent or Student)

Parent/Guardian Name

Parent /Guardian Phone number

Please circle the best method of contact: Student Phone; Parent Phone; Email

Ethnicity:

____HISPANIC

____WHITE

____AFRICAN AMERICAN

____ASIAN

____OTHER (PLEASE SPECIFY)_____

STEP 2 Statement of Income Eligibility 2018-2019

Please use the Household Size and Annual Income (Adjusted Gross Income – 2017 Tax Return) Scale below to determine if you are Eligible or NOT Eligible for a subsidy for payment of IB Exams.

Federal 2018-2019 Annual Low-Income Levels Effective July 2018-June 2019	
Household Size	Annual Income
1	\$22,459
2	\$30,451
3	\$38,443
4	\$46,435
5	\$54,427
6	\$62,419
7	\$70,411
8	\$78,403
Each additional family member add:	
	+\$7,992

Check box:

- ☐ **Eligible for subsidy for IB exam(s)** – Complete Form Below
- ☐ **NOT Eligible for subsidy for IB exam(s)** – Do Not Complete Form Below

Complete the information below ONLY IF ELIGIBLE FOR THE SUBSIDY as per Federal 2017-2018 Income Scale above.

I, _____, parent/guardian, of _____,
(Student name)

certify that my family household income is within the income guidelines for a family of _____ (write number of family members).

Parent/Guardian Signature

Date

STEP 3 Registration Confirmation AND Signature Page

Your IBO produced Registration Confirmation Form is attached.

- Please verify that the registration information is accurate.
- Please sign to confirm the accuracy of the Registration Confirmation Form.

If there are any errors on the Registration Confirmation Form, please cross out the error with a single line and clearly print the correction needed.

If a correction is needed then please e-mail Mrs Vardi , IB Coordinator (ncohen-vardi@sandi.net) immediately.

Note:

- Any changes made prior to Nov. 14, 2018 will not incur any additional costs.
- Any changes made after Nov. 14, 2018 will incur additional costs.

STEP 4 IBO Produced Invoice

Your IBO Produced Invoice Form is attached.

STEP 5 Select Payment Option

Select Payment Option

- ☐ Option 1: Payment in full
- ☐ Option 2: Monthly payment plan (8 months)

Each student has a Blue Bear account at the San Diego High School Finance Office. Please make all payments to the student's Blue Bear account. All Payments are made directly to the Financial Clerk in the San Diego High School Finance Office.

Payments may be made in cash or by cheques made out to **San Diego High School.** (Write the student's name and "IB Exams" on the memo line of each cheque.)

If you are choosing to make Monthly Payments please indicate below the:

Anticipated Payment Date	AND	Anticipated Payment Amount
Nov. _____, 2018		Pay \$ _____
Dec. _____, 2018		Pay \$ _____
Jan. _____, 2019		Pay \$ _____
Feb. _____, 2019		Pay \$ _____
Mar. _____, 2019		Pay \$ _____
Apr. _____, 2019		Pay \$ _____
May _____, 2019		Pay \$ _____
June 1 st , 2019		Pay \$ _____

STEP 6: Calculating How Much You Are Required to Pay

Chart A: Select Payment Amount

Using the IBO Produced Invoice and the Step 2; Statement of Income Eligibility 2018-2019 Form, **please check the box with your required payment amount.**

# Tests	Reg. Fee		Per Subject Fee	Not eligible for F/R (as per Step 2)	Eligible for F/R lunch (as per Step 2)
1 Test	\$172	+	\$119	<input type="checkbox"/> \$291	<input type="checkbox"/> \$5
2 Tests	\$172	+	\$119 x 2	<input type="checkbox"/> \$410	<input type="checkbox"/> \$10
3 Tests	\$172	+	\$119 x 3	<input type="checkbox"/> \$529	<input type="checkbox"/> \$15
4 Tests	\$172	+	\$119 x 4	<input type="checkbox"/> \$648	<input type="checkbox"/> \$20
5 Tests	\$172	+	\$119 x 5	<input type="checkbox"/> \$767	<input type="checkbox"/> \$25
6 Tests	\$172	+	\$119 x 6	<input type="checkbox"/> \$886	<input type="checkbox"/> \$30

5 Tests	*			<input type="checkbox"/>	\$595	<input type="checkbox"/>	\$25
6 Tests	*			<input type="checkbox"/>	\$714	<input type="checkbox"/>	\$30
7 Tests	* For Diploma Candidates Who Tested in May 2018			<input type="checkbox"/>	\$833	<input type="checkbox"/>	\$35

ONLY Complete the following calculation if you are a:

COURSEWORK CANDIDATE CHOOSING TO COMPLETE AND SUBMIT ANY or ALL OF THE CORE***

(Extended Essay/ Theory of Knowledge/ CAS)

As per the attached IBO Scale of Fees these components have additional CORE fees.

"These core fees do **not** apply to a diploma category registration." (IBO)

To determine your Total required payment amount please also complete the following calculation:

The Amount Selected from Chart A above		\$_____
If the student is Completing and Submitting an Extended Essay to IBO	add \$91	\$_____
If the student is Completing and Submitting Theory of Knowledge to IBO	add \$46	\$_____
If the student is Completing and Submitting CAS to IBO	add \$10	\$_____
Total Required Payment Amount due		\$_____

STEP 7: Sign IBO Payment Agreement Form

AGREEMENT: We understand and abide by the following:

- Any changes made prior to Nov. 14, 2018 will not incur any additional costs.
- Any changes made after Nov. 14, 2018 will incur additional costs.
- Prior to January 15, 2019, refunds will only be made by the IBO for Exam Fees (NOT the Registration Fee)
- No refunds will be given for ANY reason by the IBO after January 15, 2019.

In accordance with IBO regulations, if the student is taking an IB course they **MUST** complete ALL the required IB Components (guided coursework, internal/external assessments and the IB exam) for the course.

In accordance with IBO regulations, even if the student does NOT complete ALL the IB Components by the SDHS International Studies established due dates, the student will still have to take the IB exam and will still be responsible for any outstanding IBO invoices.

If a student is eligible for a subsidy as per Step 2: Statement of Income Eligibility 2018-2019, and does not sit for the exam, they are responsible for the repayment of the subsidy.

PLEASE SIGN BELOW TO CONFIRM THAT YOU HAVE READ THIS PACKET AND ARE AWARE OF YOUR STUDENT'S UPCOMING IB EXAMINATIONS AND THE IBO PAYMENT AGREEMENT.

PARENT SIGNATURE

DATE

STUDENT SIGNATURE

DATE