

P.O. Box 106
Severna Park, MD 21146
March 21, 2014

Dear Cornerstone Parents,

Registration for academic year 2014-2015 is just around the corner. Tuition costs will remain at their current level. The fee for semester-length classes (\$157.50) and year-long classes (\$315). Also, as in the past, some classes have a supply fee. Families who register early (by 30 June 2014) will pay a reduced Family Fee of \$140. Families who register after June 30th will pay the regular Family Fee of \$240.

This year we will once-again begin by pre-registering students for desired classes. The purpose of pre-registration is to develop a class schedule which is optimized based on desired student selections. By knowing what courses students want to take, the class schedule can be arranged to minimize conflicts. We are opening pre-registration only to families currently enrolled at Cornerstone.

Pre-registration is optional, but offers families several distinct advantages:

- Pre-registration requests are used to create the optimized schedule so as to minimize course conflicts. Students who don't pre-register may find that several classes they want are scheduled at the same time and so they must choose between the options.
- Students who pre-register have the highest registration priority, regardless of age. Those who wait until registration day must register in order of age (oldest first) and are limited to the remaining seats in each class.
- Registration day is quicker. Parents of pre-registered students need only sign up for duty days on registration day. Final payment may be made on registration day as well, if not done previously.

Attached to this letter are several documents. First is a flowchart illustrating the entire pre-registration process. This is followed by a single page showing some sample scenarios. Next is your **pre-registration form**. The **pre-registration form** must be submitted along with the required deposit by **April 8, 2014**. Finally, a list of course pre-requisites is provided.

Pre-registration involves a **deposit** for the classes selected. This deposit is partial tuition for those classes. If the optimized schedule is unable to accommodate all of your pre-registration requests, the deposit is refunded for the class(es) which cannot be scheduled. So, for example, if two of your requested classes conflict, you'll be asked to select one to take and will receive a refund of the deposit for the other. If a student is scheduled for a class but decides not to take it, the deposit for that class is forfeit.

The pre-registration deposit is **\$50 per student per class**. For the year-long classes, this is less than one sixth of the course fee.

The **timetable** for pre-registration and registration is as follows:

- **Today** – Receive this pre-registration information. Start by reading this document. Then visit the Cornerstone web site to see the class descriptions (<http://cornerstonetutorial.org/portfolio/>). Think about what you want your students to take and check the pre-requisites (see the last page of this packet). Contact the board or individual tutors with any questions.
- **March 24, 2014** – Join us for Meet the Tutor Night (MTTN), where you will be introduced to all tutors and the classes they teach. Pre-registration materials may be submitted starting this date (but none are processed until pre-registration closes).
- **April 8, 2014** – Pre-registration closes. The pre-registration form (part of this packet), with a check for the deposit, is due to the registrar. Bring these materials to Cornerstone or mail them to the **address listed on the pre-registration flowchart**. The optimized schedule is created using information in hand on the April 8, 2014 deadline.
- **April 18, 2014** – The optimized schedule is posted to the Cornerstone website and pre-registering parents are notified of the results. This notification serves as a bill for the remaining tuition for the classes selected. If schedule conflicts occur, the registrar or his designee will contact you so you can make a selection between the conflicting classes.
- **April 28, 2014** – Registration day. Final payment must be received by this date (or FACTS paperwork completed) in order to retain your priority seating in classes. Registration day is also the time to sign up for parent duty days.

If you have questions concerning any aspect of pre-registration or registration, please don't hesitate to contact me (president@cornerstonetutorial.org) or the pre-registrar (wclément@comcast.net). We hope you will choose to participate in the pre-registration program and that your students get all the classes they want.

Sincerely,

Gary Gunther
President, Board of Directors
Cornerstone Tutorial, Inc.

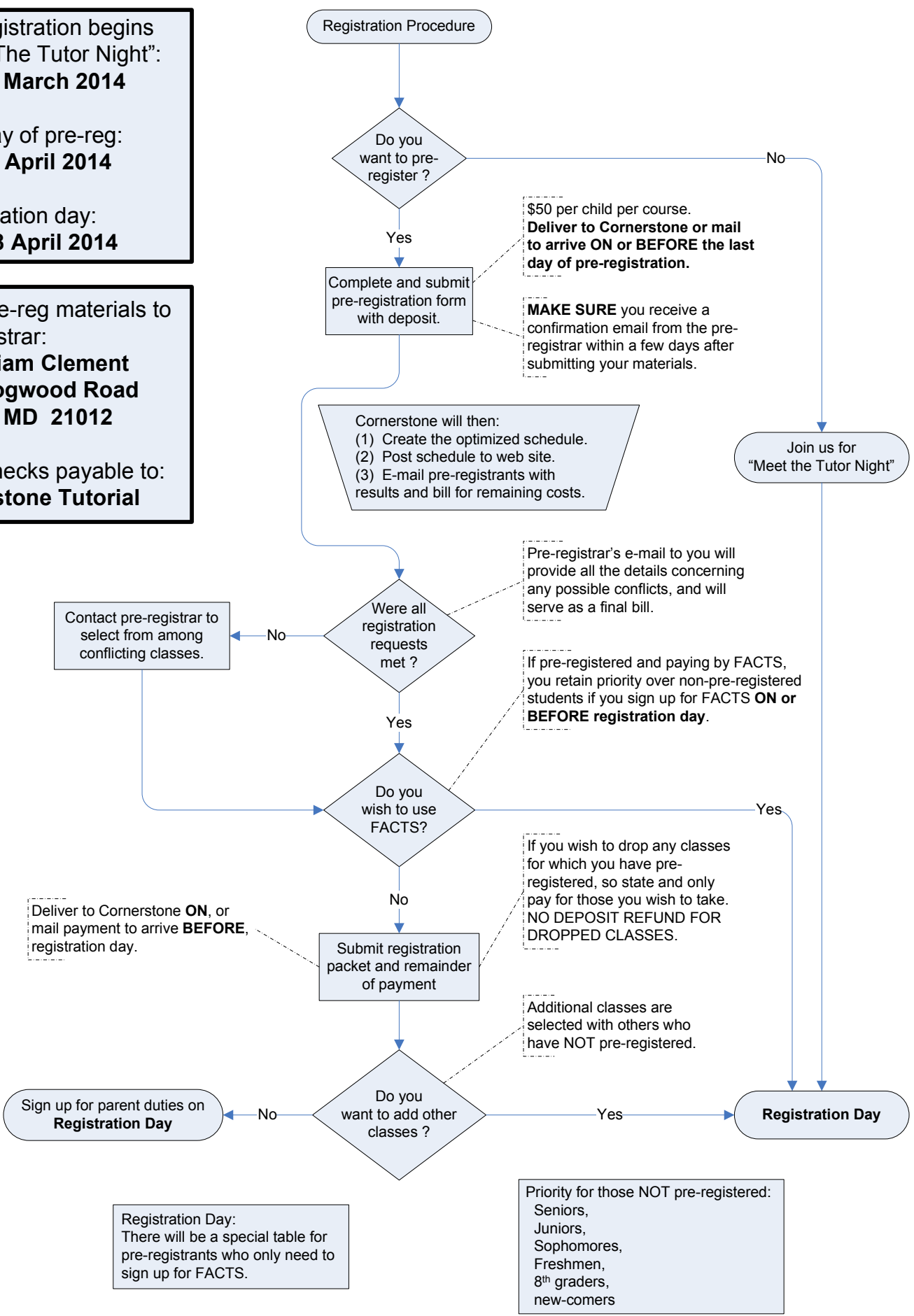
Pre-registration begins
 "Meet The Tutor Night":
24 March 2014

Last day of pre-reg:
8 April 2014

Registration day:
28 April 2014

Send pre-reg materials to pre-registrar:
Dr. William Clement
1261 Dogwood Road
Arnold, MD 21012

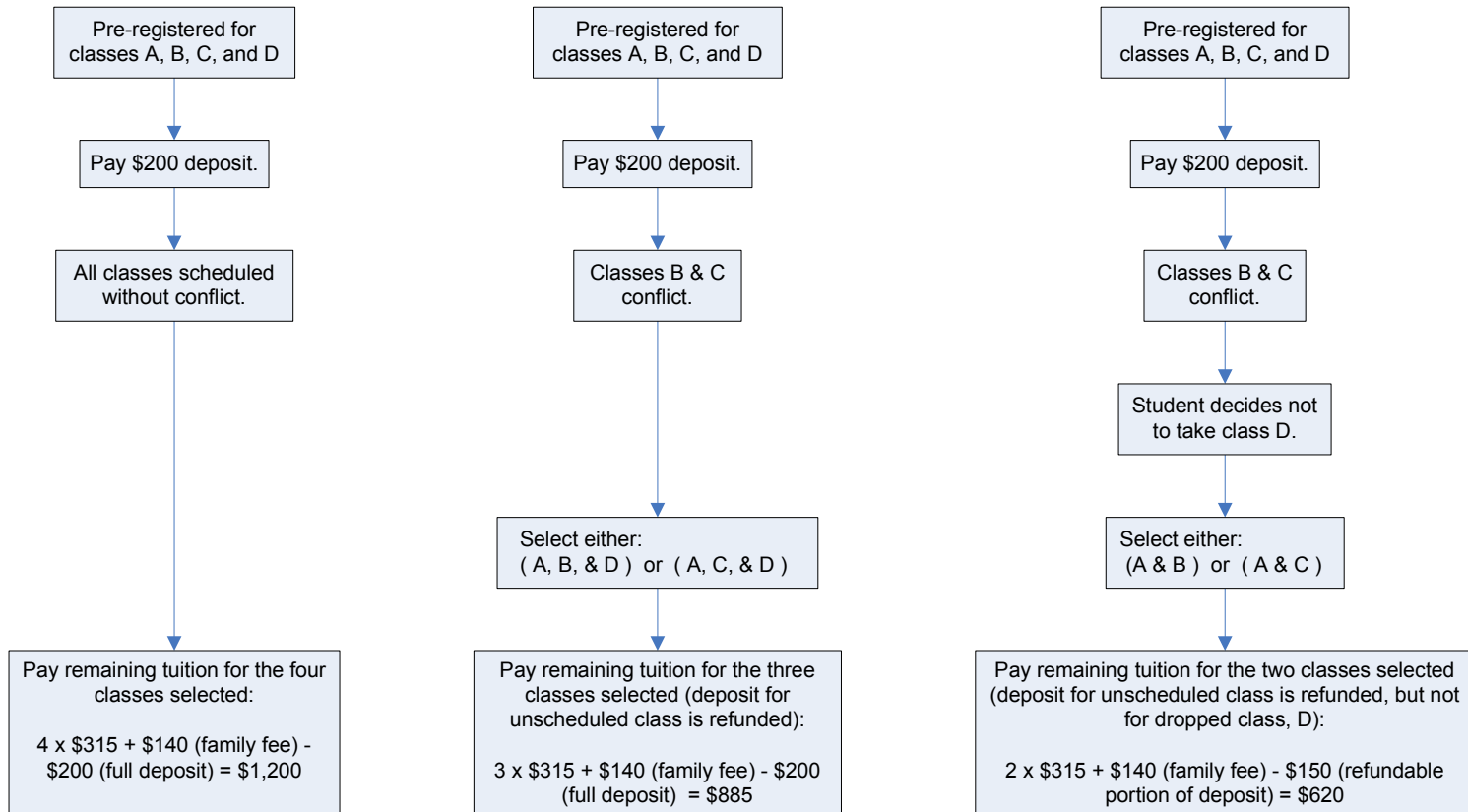
Make checks payable to:
Cornerstone Tutorial



Registration Day:
 There will be a special table for pre-registrants who only need to sign up for FACTS.

Priority for those NOT pre-registered:
 Seniors,
 Juniors,
 Sophomores,
 Freshmen,
 8th graders,
 new-comers

Sample Scenarios



Notes:

- ▶ These samples reflect the cost of two-semester, non-science classes (\$315).
- ▶ One-semester courses are \$157.50.
- ▶ Sciences classes have an additional lab fee.
- ▶ Family Fee is \$140 if registered by 30 June, else \$240.

Pre-requisites for Classes offered, Academic Year 2014-2015

Course Name	Pre-requisite
Geometry (Cade, Lydia)	Algebra I
Latin III (Clement)	Latin II (at Cornerstone) OR, interview with tutor
American Government (Holmes)	U. S. History; recommended for older, mature students
Algebra I (Jenkins)	Pass/Acceptable on diagnostic test
Fundamentals of Art 2 (Landerman)	Fundamentals of Art 1
Beginning Digital Photography (Schaeffer, Chris)	DSLR (Digital Single-Lens Reflex) camera
Advanced Digital Photography (Schaeffer, Chris)	DSLR (Digital Single-Lens Reflex) camera. Adobe Photoshop Creative Suite 5.5
Rhetoric (Swartz)	Students must be at least 14 years old.
Advanced Composition (Swartz)	Tutor approval, as evidenced by a written essay or completion of Rhetoric class