



San Diego High  
School of International Studies  
1405 Park Boulevard  
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[ncohen-varidi@sandi.net](mailto:ncohen-varidi@sandi.net)

To: Parents of Seniors Registered for IB Assessments  
From: Nirit Cohen Vardi, IB Coordinator  
Re: May 2020 IB Assessment Registration and Fees Payment Plan Worksheet  
**DUE: NOVEMBER 7<sup>TH</sup> – TO: SDHS Finance Office**  
(Turn in the packet – NO Money is required)

**PLEASE NOTE THAT ANY FAMILY RECEIVING THIS PACKET HAS A STUDENT REGISTERED TO COMPLETE and SUBMIT IBO ASSESSMENTS.**

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 Assessment fees.

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#### **CHECKLIST TO BE COMPLETED**

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- ☐ 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, 2019**  
(Even if you are not yet turning in any money this completed and signed packet must be turned in by November 7, 2019)

<b>STEP 1 Student and Family Information: PLEASE PRINT</b>
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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 2019-2020

**Please use the Household Size and Annual Income (Adjusted Gross Income – 2018 Tax Return) Scale below to determine if you are Eligible or NOT Eligible for a subsidy for payment of IB Exams.**

Federal 2019-2020 Annual Low-Income Levels Effective July 2019- June 2020	
Household Size	Annual Income
1	\$23,107
2	\$31,284
3	\$39,461
4	\$47,638
5	\$55,815
6	\$63,992
7	\$72,169
8	\$80,177
Each additional family member add:	
	+\$8,177

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 2019-2020 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 immediately e-mail Mrs Vardi, IB Coordinator ([ncohen-vardi@sandi.net](mailto:ncohen-vardi@sandi.net))

Note:

- Any changes made prior to Nov. 14, 2019 will not incur any additional costs.
- Any changes made after Nov. 14, 2019 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 Assessments" on the memo line of each cheque.)

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

<b>Anticipated Payment Date</b>	<b>AND</b>	<b>Anticipated Payment Amount</b>
Nov. _____, 2019		Pay \$ _____
Dec. _____, 2019		Pay \$ _____
Jan. _____, 2020		Pay \$ _____
Feb. _____, 2020		Pay \$ _____
Mar. _____, 2020		Pay \$ _____
Apr. _____, 2020		Pay \$ _____
May _____, 2020		Pay \$ _____
June 1 <sup>st</sup> , 2020		Pay \$ _____

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## 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 2019-2020 Form, **please check the box with your required payment amount.**

# Assessments	Per Subject Fee	Not eligible for F/R (as per Step 2)		Eligible for F/R lunch (as per Step 2)	
1 Subject	\$119	<input type="checkbox"/>	\$119	<input type="checkbox"/>	\$5
2 Subjects	\$119 x 2	<input type="checkbox"/>	\$238	<input type="checkbox"/>	\$10
3 Subjects	\$119 x 3	<input type="checkbox"/>	\$357	<input type="checkbox"/>	\$15
4 Subjects	\$119 x 4	<input type="checkbox"/>	\$476	<input type="checkbox"/>	\$20
5 Subjects	\$119 x 5	<input type="checkbox"/>	\$595	<input type="checkbox"/>	\$25
6 Subjects	\$119 x 6	<input type="checkbox"/>	\$714	<input type="checkbox"/>	\$30

**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 Pathway 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, 2019 will not incur any additional costs.
- Any changes made after Nov. 14, 2019 will incur additional costs.
- Prior to January 15, 2020, refunds will be made by the IBO for the per Subject Fees for all Candidates. Additionally, refunds will be made, if applicable, for the Core Fees for Coursework Candidates
- No refunds will be given for ANY reason by the IBO after January 15, 2020.

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

**Note:** Students who do not complete and submit all the IBO Course Assessments (IA and EA, including the exams), will still meet SDUSD and CA standards, but will NOT meet IBO curriculum standards. Therefore, these students will NOT receive the IB Course Name and Weighted/Honors credit (if applicable) on the SDUSD Transcript.

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

If a student is registered for the IBO Assessments, and is eligible for a subsidy as per Step 2: Statement of Income Eligibility 2019-2020, AND does not complete all the IB Components, 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 IBO ASSESSMENTS AND THE IBO PAYMENT AGREEMENT.**

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PARENT SIGNATURE

DATE

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STUDENT SIGNATURE

DATE