

NEW HEIGHTS PREPARATORY SCHOOL

ADMISSIONS INSTRUCTIONS – 2009/2010

Please submit your application as soon as possible to secure a space for the 2009/2010 school year. Dates for the school year are in the process of being set. Please check the website for school dates and holidays as it gets closer to the beginning of our 2009/2010 school year.



IF YOU ARE APPLYING FOR 09/10 SCHOOL YEAR AFTER SCHOOL HAS STARTED

We will continue to accept applications and enroll students throughout the course of the year. However, we will not enroll students during the 4th quarter of any school year.

IF YOU ARE APPLYING FOR OPEN ENROLLMENT IN THE 08/09 SCHOOL YEAR

Please cross out the 09/10 school year where applicable and replace it with 08/09. We will not enroll students during the 4th quarter of the 2008/2009 school year.

APPLICATION FEE

Application fee of \$100.00 is due when the application is submitted. This fee is non-refundable and does not, in the case of acceptance, apply toward tuition. Applications submitted without fee will not be processed. Please make checks payable to New Heights Preparatory School.

APPLICATION FOR ADMISSION

This application, including a photo of your child, must be completed by the parent(s) and returned to us as soon as possible.

CONFIDENTIAL TEACHER RECOMMENDATION

Two (2) teacher recommendations are required. Teachers completing these forms must have taught the student within the last two years.

CONFIDENTIAL ADMINISTRATIVE EVALUATION

This form must be completed by the Head of School, Principal, Academic Counselor/Dean, or other appropriate school administrator and returned to us.

FINANCIAL INFORMATION

Please read this sheet for information about tuition, fees, and fund raising programs.

PERFORMANCE BASED FINANCIAL AID INFORMATION

New Heights Preparatory School is committed to designating funds from its annual operating budget to performance based financial aid. Please read this sheet for information about applying for financial aid with FACTS. You will need to apply on-line and the fee of \$20.00 is due to FACTS directly, a 3rd party financial aid company that we use. Please note that Performance Based Financial Aid is available for low-income and middle income applicants only. A student must first be accepted before the Performance Based Financial Aid committee will review a candidate. The website to apply on-line is www.factstuitionaid.org. All FACTS applications must be submitted within 10 days of submitting an application for admission.

REQUEST FOR RECORDS/TRANSCRIPTS

Parents please sign this form and **deliver it to the school your child currently attends**. It is expected that the school will send us a complete transcript, including the most recent grades, and that the school will send us end-of-semester grades when they become available.

STUDENT ESSAY AND QUESTIONS

This section is to be written by the student, in his/her own words, and returned with the application.