

How to Apply

Please remember that the sooner you complete each step of the process, the more promptly we can make an admission decision concerning your child.

1. Complete all sections of the attached form (in ink), making sure that it is signed. Return the form with the non-refundable \$75 application fee and written statement of expectations to the Admissions Office.
2. Request completed recommendation forms from your child's current school or teacher according to grade level. Blank forms may be requested from the Admissions Office or may be downloaded from Roycemore's website at www.roycemoreschool.org/admissions.html. Parents should ask the current school to fax or mail forms directly to the Roycemore Admissions Office, ATTN: Jessica Acee.
3. When the application has been completed, we will arrange a time for you and your child to visit the School. This will allow you to become more familiar with Roycemore and will provide us with an opportunity to meet the candidate in person.
4. Upon completion of the applicant's file and an interview with the Director of Admissions, the application will be reviewed by the Admissions Committee. Notification of the Committee's decision will be sent by mail no later than 10 days following the completed process.

Application Checklist

In order to evaluate an applicant, Roycemore must have:

- A completed application form and deposit
- A written statement of expectations
- A report of performance from previous school (This must be an official transcript when available)
- Completed recommendation forms from current teachers/administrator
- A record of standardized testing (Grade 2 or higher)
- A formal writing sample to be completed at Roycemore (Grade 5 or higher)
- A copy of any special educational or psychological evaluations completed within the last three years
- An opportunity to personally interview the applicant and parents or guardians
- For Junior Kindergarten or Kindergarten applicants, a copy of a birth certificate or passport

About Tuition Assistance

Affordability is an issue for every family interested in an independent education for their children, regardless of their income level. In a sense, every Roycemore School student receives financial assistance, for tuition alone does not cover the cost of his or her education. Gifts from alumni, parents, friends, and foundations, as well as income from the Schools' endowment fund and special event fundraising projects, help pay the difference.

Roycemore School adheres to the "Principles of Good Practice for Member Schools" put forth by the National Association of Independent Schools (NAIS) which includes "...a commitment to access and diversity, and a belief that member schools should distribute financial aid funds based upon demonstrated financial need." A portion of the School's budget is allocated by the Board of Trustees for tuition grants to students who contribute academic strength and/or ethnic, religious or financial diversity to the school community and who would not otherwise be able to attend.

It is important to realize that financial need is defined as the difference between your family's resources and your child's total educational expenses. The amount of assistance offered each family depends on the amount of money available and individual family circumstances.

Roycemore School is not always able to assist all students who apply. We expect the family to make every effort to provide as much of the cost of the education as is possible. In no case is the total cost of tuition awarded, and Financial Assistance awards do not cover books, fees, lunch or busing.

Admissions decisions and decisions about financial assistance are made independently of one another by different committees, as per the National Association of Independent Schools Principles of Good Practice.

Applying for Tuition Assistance

Families interested in applying for financial assistance should inform our Director of Admissions, who will provide an application form. Information is kept strictly confidential. Financial status and application for tuition assistance are not factors in the admission decision.

Financial aid is awarded to families on the basis of need, as determined by the School and Student Service For Financial Aid (SSS) and supplemented by information from each family's Federal Income Tax Return (Form 1040). SSS, a service owned by the National Association of Independent Schools, provides schools only with information and guidelines. These are used by Roycemore's Financial Aid Committee to make financial awards fairly and equitably.

A family must reapply for financial aid each year. The grant will usually be renewed, providing that the student remains in good standing at Roycemore. A significant change in a family's financial profile may result in a different aid decision.

Contact the Admissions Office at 847-866-6055 if you have questions regarding Financial Assistance.

If you have questions or need more information, please contact...

- **Director of Admissions** – Jessica Acee
jacee@roycemoreschool.org
- **Age 3 through Grade 4**
Lower School Division Head – Melinda Orzoff
morzoff@roycemoreschool.org
- **Grades 5-8**
Middle School Division Head – Sara Dreiling
sdreiling@roycemoreschool.org
- **Grades 9-12**
Upper School Division Head – John Novick
jnovick@roycemoreschool.org

Roycemore School Application for Admission

Please complete all areas in ink.

Applicant's name: _____ (Male / Female)

(If applicant is called by other than first name, please indicate): _____

Application for grade _____ for the school year _____ Date of application _____

(If applying for Junior Kindergarten or Kindergarten, the anticipated school day will be

mornings only until 3:00 until 6:00 p.m.)

Home Address _____

Date of birth _____

City, State and Zip Code _____

Citizenship _____

Home Telephone Number _____

Names and birth dates of other children in family: _____

Check if applicable:

Parents married Parents never married Parents separated Parents divorced
 Mother remarried Mother deceased Father remarried Father deceased

Student lives with: _____ Who is financially responsible for school expenses? _____

PARENT/GUARDIAN

PARENT/GUARDIAN

Full Name _____

Full Name _____

Relationship to applicant _____

Relationship to applicant _____

Home Address (if different from applicant) _____

Home Address (if different from applicant) _____

City, State and Zip Code _____

City, State and Zip Code _____

Home Telephone Number (if different from applicant) _____

Home Telephone Number (if different from applicant) _____

Cell Phone Number _____

Cell Phone Number _____

Email Address _____

Email Address _____

Name of Employer _____

Name of Employer _____

Occupation and Position _____

Occupation and Position _____

Business Telephone Number _____

Business Telephone Number _____

College - Undergraduate/Graduate _____

College - Undergraduate/Graduate _____

Last three schools, preschools or child care centers attended by applicant (present school first):

Name of School	Dates	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

Address of present school: _____ Phone: _____

Reason for leaving present school: _____

What language(s) are primarily spoken at home? _____

Does student have any significant health problems? Yes No If yes, please explain: _____

Has the child undergone any diagnostic testing or evaluation for either learning disabilities or psychological issues? Yes No

If yes, who did the testing/evaluation? Name _____

Address _____ Phone _____

Please attach a written statement indicating what your and your child's expectations are of Roycemore. Include any special information about your child that would assist in the evaluation of his/her application, including a description of your child's academic and social development and extracurricular interests.

Blank recommendation forms for your child's grade level may be requested from the Admissions Office or downloaded from the website at www.roycemoreschool.org/admissions.html.

Applicants for Junior Kindergarten must have attained their third birthday by September 1st of the year they will enter the program, and must be toilet trained. Kindergarten applicants must be five years old by September 1st of the year they will enter.

How did you first hear about Roycemore?

- Advertising - Print Internet Mailing Alumni
 Advertising - Radio Reputation Friends Professional Referral by: _____

Return this form to the Admissions Office, along with a \$75 non-refundable application fee.

Roycemore School does not discriminate on the basis of gender, race, color, creed, gender preference or national or ethnic origin in the administration of its admissions, financial aid and educational policies.