

## How to Apply

Please remember that the sooner you complete each step of the process, the more promptly we can make an admissions 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 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 [roycemoreschool.org/apply](http://roycemoreschool.org/apply). Parents should ask the current school to fax or mail forms directly to the Roycemore Admissions Office, ATTN: Amanda Avery.
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 and signed application form
- 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 Pre-Kindergarten, 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** – Amanda Avery  
aavery@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 Pre-Kindergarten, 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:*

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Parents married  | <input type="checkbox"/> Parents never married | <input type="checkbox"/> Parents separated | <input type="checkbox"/> Parents divorced |
| <input type="checkbox"/> Mother remarried | <input type="checkbox"/> Mother deceased       | <input type="checkbox"/> Father remarried  | <input type="checkbox"/> 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 or 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 [roycemoreschool.org/apply](http://roycemoreschool.org/apply).**

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

How did you first hear about Roycemore?

- Newspaper Ad  Postcard  Reputation  Alumni  
 Radio Ad  Internet  Friends  Professional Referral by: \_\_\_\_\_

*Sign and return this form to the Admissions Office, along with a \$75 non-refundable application fee (\$250 for students applying from outside the US).*

I/we affirm that the information provided in this application is true and correct to the best of my/our knowledge.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

*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.*