

Giff Hill School

APPLICATION INSTRUCTIONS

P.O. Box 1657, St. John, Virgin Islands 00831 ■ 340.776.1730 ■ Fax 340.776.1739 ■ www.giffhillschool.org



Thank you for your interest in applying to Giff Hill School. The following is your guide to the application process; feel free to check off each item as you complete it.

Timetable/Due Dates

Candidates who complete their application by March 1, 2011 will be notified of our decision on March 25, 2011. After that date, we will review applicants on a rolling basis.

Interview and Visit

All new applicants must meet for a personal interview. Please call the main office in advance at 340-776-1730 to schedule an interview and tour. Appointments are available Monday through Saturday throughout the year.

Application & Enrollment Process

1. Submission of Application Forms & Fee - Please use application checklist as a guide.
2. Submission of Student Records - All new applicants must provide records from applicant's previous school. Applications cannot be reviewed without student records.
3. Notification of Acceptance - Upon acceptance to Giff Hill School each student will be provided with an enrollment contract.
4. Submission of Enrollment Contract and Deposit - In order to finalize and guarantee a student's placement in the school, parents must submit a signed enrollment contract and a tuition deposit of \$500.
5. FACTS Tuition Management Program - The final step is to sign up to use FACTS, our tuition management program. Please see the Tuition and Fee Explanation page for specific directions on how to do this.

Student Records

All new applicants are required to provide with this application report cards, test scores, transcripts, and medical records, including immunization history from applicant's previous school.

Web Resources

All application materials can be found at www.giffhillschool.org

Homeschooled Applicants

We ask that homeschooled applicants meet the following criteria to assure fulfillment of graduation requirements and minimize difficulty in the college application process:

- If applying for placement in the higher grades, home-schoolers must have been working with an accredited umbrella organization that can provide a transcript and certify course credit.
- If you have not been working with such an organization, please provide, at the time of application, a complete description of the curriculum used, including syllabi, textbooks, and evaluation procedures. A \$50 service fee is required to assess placement.

Early Learning Center Enrollment

All students applying for ELC programs must be toilet trained and able to follow directions. The following guidelines will be used to determine admission:

Preschool - Age 2 1/2 (as of Sept. 1st)

Pre-K - Age 4 (as of Sept. 1st).

Kindergarten - Age 5 (as of Sept. 1st)

Giff Hill offers a part-time option for Preschool. Children can attend either two days per week (Tues./Thurs.) or three days per week (Mon./Wed./Fri.). Part-time option is on a space-available basis. Full-time students are given priority.

Tuition Assistance

Admission decisions are made independently of a candidate's financial need. Families applying for Tuition Assistance must submit their application either to the School Office or online online at www.factstuitionaid.com. To receive a paper copy of the application, please contact the Office at 340-776-1730.

Please note: Tuition Assistance is awarded on a first-come first-served basis and funds are limited. The deadline for filing your tuition assistance application is April 15, 2011 to be considered in the first round of funding.

Application Checklist

New applicants should submit the following items directly to Giff Hill School:

- Application Fee
\$50 (*non-refundable*)
- General Information [A]
- Medical Information [B]
- Universal Child Health Record
ELC Applicants only, in place of [B]
- Parent/Student Questions [C]
- Teacher Reference [D]
In a sealed envelope
- Student Records from
Applicant's Previous School(s)

Returning students only need to submit forms A and B.

Please note, applications will be reviewed only after all materials are submitted.

Enrollment Checklist

Once an applicant is notified of acceptance the following items should be submitted:

- Enrollment Contract
- Tuition Deposit
- Fees - See Tuition & Fee Explanation
- Enrollment into FACTS Tuition Management Program