



5000 Estate Enighed, PMB # 356  
St. John, VI 00830

Upper Campus (340) 776-1730  
Lower Campus (340) 776-6595  
[www.giffhillschool.org](http://www.giffhillschool.org)  
[registrar@giffhillschool.org](mailto:registrar@giffhillschool.org)

Serving Toddler - 12th Grade on St. John

# Application Instructions

Thank you for your interest in applying to Giff Hill School. The following is your guide to the application process.

## Admission Process

- 1. Apply online** - Use the apply here for 2025-2026 button on the Giff Hill School website. Fill out the application and pay \$45 fee.
- 2. Upload student records** - All new applicants for grades 1-12 must provide records from their previous school. Please fill out School Records Release Form and Teacher Reference Form. Applications cannot be reviewed without student records.
- 3. Schedule a visit** - All new applicants must arrange a school tour, shadow day, and placement testing. Remote tours and testing may be arranged if your family is currently residing off island.
- 5. Notification of decision** - Families will be notified when a decision is made and provided with more information regarding next steps.
- 6. Enrollment and deposit** - In order to guarantee the applicant's spot in a classroom, parents must complete enrollment, sign a tuition contract, and pay the \$500 deposit which will be applied to the total tuition balance. If the applicant is applying for financial aid, payment of the deposit may be postponed until an award is made.
- 7. Finalize tuition agreement** - In this final step, applicants agree to the terms and conditions of enrollment, create a payment plan, and sign contract. (If deposit was not paid prior, it is required at this point.)

## Financial Aid Process

Families applying for financial aid must submit their application through the FACTS portal, submit supporting documents and pay the \$45 application fee before financial aid can be assessed. Financial aid awards depend on household adjusted gross income.

\*\* If you don't have internet access, we will be happy to provide you access to our WIFI or a paper copy of admission materials.

## Application Checklist

- 1. Apply online
- 2. Schedule shadow day and placement testing
- 3. Apply for financial aid (if applicable)
- 4. Enroll
- 5. Finalize tuition agreement