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Serving Toddler - 12th Grade on St. John

# Application Instructions

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

## Admission Process

- 1. Submission of application forms** - Using the apply now button on the Giffthill School website, which will direct you to TADS our tuition management system, fill out the application and pay \$60 fee.
- 2. Submission of student records** - All new applicants 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. Interview and visit** - All new applicants meet with a member of the admission team for a personal interview. Please call the main office in advance at (340) 776-1730 to schedule an interview and a tour. Appointments are available Monday - Friday throughout the year. If the applicant is currently residing off island, a video conference can be scheduled.
- 4. Shadow day and placement testing** - The admissions team will schedule a shadow day at school, during which applicant will also complete a placement testing (as appropriate).
- 5. Notification of acceptance** - Upon acceptance to Giffthill School each student will be notified through TADS to proceed with the next step of the enrollment process.
- 6. Enrollment and deposit** - In order to guarantee the applicant's spot in a classroom, parents must complete enrollment through TADS, sign a tuition contract and paid 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. A financial aid award cannot be issued until the enrollment information is completed.
- 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 TADS portal, submit supporting documents and pay the \$60 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

- Application (*new students*)
  - Create TADS account (*using link on GHS website*)
  - Complete the admission application in TADS
  - Pay fee \$60 (*non-refundable*)
  - Sign Teacher Reference Form
  - Sign School Record Release Form
- Shadow day and placement testing
- Enrollment/ Re-enrollment
  - Complete the enrollment application in TADS
  - Submit Student Physical Form (*attach vaccination records or immunization exemption or Universal Child Health Record (ELC applicants only)*)
- Financial Aid (*families may apply at the same time as the enrollment application*)
  - Complete the financial aid application in TADS
  - Submit supporting documents
  - Pay the \$60 financial aid application fee (*non-refundable*)

*(financial aid awards can only be issued after student has been "accepted" and after the enrollment tab has been completed through TADS)*
- Finalize tuition agreement