

Giffthill School

APPLICATION INSTRUCTIONS

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



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

Timetable/Due Dates

Admission is on a rolling basis. However, early application is encouraged due to limited class sizes. The priority due date for tuition assistance and scholarships is April 15. After this date, awards will be granted on a fund available basis.

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. School Visit/Conference - Please call 340-776-1730 to make arrangements. The purpose of the conference is to get to know families and answer any questions. For families off-island, conferences can be done by phone or Skype.

4. Placement Testing - Please call 340-776-1730 to make arrangements. Testing is required and can be completed on the same day as the school visit.

5. Notification of Acceptance & Enrollment Packet - Upon acceptance to Giffthill School, each student will be provided with an enrollment packet. Please use the enrollment checklist as a guide for completion.

6. Submission of Enrollment Packet and Security Deposit - In order to guarantee a student's placement in the school and finalize tuition assistance awards, parents must submit a signed enrollment contract and a security deposit of \$500.

7. FACTS Tuition Management Program - The final step is to sign up with the FACTS Tuition Management program. Please see the Tuition and Fee Explanation page for specific directions on how to do this or call the Business Office for assistance.

8. Physical & Immunization Records - Both documents must be submitted to the school prior to the start of school. Physicals must be dated later than 6/1/12.

Tuition Assistance & Scholarship

Admission decisions are made independently of a candidate's financial need. GHS strives to remove financial burden as a barrier to quality education for as many families as possible. Please see the Tuition and Fee Explanation page or call 340-776-1730 for more information about Tuition Assistance and Scholarship opportunities.

Early Learning Center & Kindergarten Enrollment

All students applying for ELC programs or Kindergarten must be toilet-trained and able to follow directions. Applicants must be the following ages as of September 1 for admission: Preschool, age 2.5; Pre-Kindergarten, age 4; Kindergarten, age 5.

Giffthill offers a part-time option available for Preschool only. Children can attend either two days per week (T/Th) or three days per week (M/W/F). The part-time option is on a space-available basis. Full-time students are given priority.

Homeschooled Applicants

In order to ensure a smooth transition, we ask that homeschooled applicants provide a description of the curriculum used, including syllabus, textbooks, evaluation procedures, and grades/transcripts with their application.

Application Checklist

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

- \$50 Application Fee
- General Information Form A
- Parents/Applicant Questions Form B
- School Records Release Form C
- Teacher Reference Form D

Enrollment Checklist

Once an applicant is notified of acceptance, the following items must be submitted to finalize enrollment:

- Enrollment Contract
- \$500 Security Deposit
- Physical/Immunization Records
- Universal Child Health Record
ELC Applicants only, in place of physical
- Permission Slip to Transport
- Tuition Insurance Sign-Up
- School Accident Insurance Sign-Up

All application materials can be found online at www.giffthillschool.org