



299 Le Roi Road
Pittsburgh, PA 15208

Calvin Odhner, Principal

Application for Admission

2017–2018

Instructions

Please provide complete information on both sides of this form. This information will help us not only determine whether the Pittsburgh New Church School (PNCS) is a good school for your children and family, but accurate and complete student records are key to keeping your children safe. If you have any questions, please call us at 412-731-0122.

Admissions Procedures

1. Applications are accepted on a rolling basis. Students should be four years old by June 30 to enter junior kindergarten or five years old to enter senior kindergarten.
2. Parents visit the school (with or without your child) before applying for admission to get a personal understanding of the quality of our educational program, the environment of our school, and to become acquainted with the faculty.
3. Parents submit a written application for admission by mail (address above) or email secretary@pittsburghnewchurch.org.
4. When the application is received, we will contact the parents to schedule appointments for
 - (1) an interview with the principal,
 - (2) a possible home visit from the classroom teacher,
 - (3) and a school visit for the student.
5. Further records and information are collected by the school, including interviews with previous teachers and student records from previous schools.
6. The final decision is made by the principal in consultation with teachers after an examination of the student's records. The school will inform you of its decision as soon as possible. At that time, an acceptance fee of \$500 is due to hold the student's place in the classroom.

STUDENT INFORMATION

First Name	Last Name	M.I.		
Street				Apt.
City	State	Zip	Baptized	Y N
Phone	Email			
Grade Applied For	Birth Date	Male	Female	

STUDENT'S EDUCATIONAL HISTORY

Previous School				Address	
From		To		Reason for leaving	
Previous School				Address	
From		To		Reason for leaving	
Previous School				Address	
From		To		Reason for leaving	

FATHER'S INFORMATION

First Name	Last Name		M.I.
Street	Apt.		
City	State	Zip	
Phone	Email		

MOTHER'S INFORMATION

First Name	Last Name		M.I.
Street	Apt.		
City	State	Zip	
Phone	Email		

SIBLING INFORMATION

Name		Age	Male	Female
Name		Age	Male	Female
Name		Age	Male	Female
Name		Age	Male	Female

TUITION AND FEES

We make every effort to keep our tuition and fees as low as possible. The tuition in the table below represents less than 40% of what it costs to educate each student. Any contributions above these basic fees are greatly needed, appreciated, and are tax deductible. **Senior and junior kindergarten consist of five half days.**

Grade	Tuition for 2017–2018
5 Day Jr. & Sr. Kindergarten (half days)	\$5,160 (per child)
Grades 1–8	\$7,460 (per child)

Registration Deposit: \$500

If your child is invited to attend the Pittsburgh New Church School, you are required to submit the registration deposit within seven business days. This is a deposit towards your total tuition and fees. If the deposit is not received, your child’s name will be placed on a waiting list and enrollment cannot be guaranteed.

Financial Aid

Some need-based financial aid is available. For more information on financial aid or alternative payment arrangements, please call Ned Uber at 412-767-2400 x 4033 (our volunteer treasurer).

PAYING YOUR TUITION

Early Payment: We offer a 5% discount to the total cost of tuition for those students who make full payment on or before September 10, 2017.

Automatic Withdrawal: By filling out the included form, you can authorize your bank to automatically make each monthly tuition payment. This saves you from having to remember to write a check, from the cost of stamps, and from late payments.

Contact the Treasurer: If you are not able to submit your tuition by early payment or automatic withdrawal, please contact the principal or Ned Uber, our volunteer treasurer.



PITTSBURGH
NEW CHURCH
SCHOOL

299 Le Roi Road
Pittsburgh, PA 15208

Authorization for Releasing School Records

Instructions for parents:

Please fill in the information for the record-holding school and your child.
Sign and return this form with your application.

Record-holding School's Information	
Name of School	
Principal	School Phone No.
Address	

Student Information	
Name	Date of Birth
Name	Date of Birth
Name	Date of Birth

As the parent or guardian of the above student(s), I authorize the record-holding school above to release all school records (including health records, academic records, and any other records of interest) pertaining to the above students to the Pittsburgh New Church School.

Signature of Parent or Guardian _____ Date _____

Instructions for the Record-holding School:

Please send all relevant records pertaining to the above students to the following address:

Pittsburgh New Church School
Attn: Secretary
299 Le Roi Rd
Pittsburgh, PA 15208

secretary@pittsburghnewchurchschool.org

Pittsburgh New Church School Tuition Payment Agreement

2017–2018



299 Le Roi Road
Pittsburgh, PA 15208

I (we), the undersigned, agree to make tuition and fee payments for
(student's name) _____
in the total of (amount) _____
to the Pittsburgh New Church School for the 2017–2018 school year.

I have read and understand the Tuition Payment Agreement and the Tuition and Fees information in this document.

PLEASE CHECK ONE:

Full amount is enclosed (see Early Payment)

Beginning in September 2017, I will make nine equal, consecutive monthly installments of
(amount) \$ _____ per month, to be paid via automatic debit from my checking account
before the 10th of each month, the first payment due before September 10, 2017.

I have made other payment arrangements with the treasurer (please describe below)

Signatures of Parents/Guardians:

_____ Date _____

_____ Date _____