



PNCS Homeschool Wednesdays Application

Spring 2018

299 Le Roi Road
 Pittsburgh, PA 15208
 Calvin Odhner, Principal

Instructions

Please provide complete information on each page of this form. This will help us to determine if the Pittsburgh New Church School (PNCS) is a good fit for your children and family. Accurate and complete student records are key to keeping your children safe and providing a high quality individualized educational experience. If you have any questions, please call us at 412-731-0122.

Admissions Procedures

1. Applications are accepted at the beginning of each term. Students should be four years old by June 30th to enter the junior kindergarten/kindergarten group.
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 meet with a faculty or staff member.
3. Parents submit a written application for admission by mail (address above) or email secretary@pittsburghnewchurch.org.
4. Please provide the school with your child(ren)'s educational history (see p. 2).
5. The final decision is made by the principal in consultation with teachers after an examination of the student's records or educational history. The school will inform you of its decision as soon as possible. At that time, a registration deposit of \$50 is due to hold the student's place.

FATHER'S INFORMATION (OR LEGAL GUARDIAN)

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

MOTHER'S INFORMATION (OR LEGAL GUARDIAN) Same address as father

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

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.

Grade	Term Tuition
Jr. K – 5	\$745 (per child)

Registration Deposit: \$50

If you wish to enroll your child in Homeschool Wednesdays, 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.

PAYING YOUR TUITION

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 Vice Principal Cyndi Glenn (412-731-0122 x 104) or Ned Uber, our treasurer (412-767-2400 x 4033).

PNCS Homeschool Wednesdays Tuition Payment Agreement



299 Le Roi Road
Pittsburgh, PA 15208

Spring 2018

I (we), the undersigned, agree to make tuition and fee payments for

(students' names) _____

in the total of (amount) _____

to the Pittsburgh New Church School for the semester.

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

Beginning in January 2018, I will make four equal, consecutive monthly installments of (amount) \$_____ per month, to be paid via automatic debit from my checking account before the 5th of each month, the first payment due before January 5, 2018.

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

Signatures of parents or guardians:

_____ Date _____

_____ Date _____

Authorization for Releasing School Records

Instructions for parents:

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



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Pittsburgh, PA 15208

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@pittsburghnewchurch.org