

Admission Procedures

While there is no deadline for applications, please remember that the sooner you complete each step of the process, the more promptly we can make an admission decision concerning your child.

1. Complete all sections of the attached form (with black ink, please) making sure that it is signed. Return the form with the non-refundable \$50.00 application fee to the Admission Office.

Applicants for Junior Kindergarten must have attained their third birthday by September 1st of the year they will enter the program. Applicants must be toilet trained. A copy of the applicant's birth certificate is required. Families who are not U.S. citizens may submit a photocopy of the applicant's passport to fulfill this requirement.

2. After your completed application is received, we will send two forms to your child's current school: a copy of the "Authorization to Release Records" on this application (which you must sign) will request that your child's current records be forwarded to Roycemore School; and a teacher recommendation form will ask your child's teacher to provide information about current activities and progress.
3. When the application has been submitted, we will arrange a time for you and your child to visit the School. This will allow you to become more familiar with Roycemore and provide us with an opportunity to evaluate the candidate.
4. In order to evaluate an applicant, Roycemore must have:
 - A report of performance from previous school
(This must be an official transcript when available.)
 - A recommendation form from current teacher/administrator
 - A record of standardized testing (Grade 2 or higher)
 - A formal writing sample to be completed at Roycemore (Grade 5 or higher)
 - A copy of any special educational or psychological evaluations completed within the last three years
 - An opportunity to personally interview the applicant and his/her parents
5. Upon completion of the applicant's file and an interview with the Director of Admission, the application will be reviewed by the Admission Committee. Notification of the Committee's decision will be sent by mail no later than ten days following the completed process.

About Financial Aid

Affordability is an issue for every family interested in an independent education for their children, regardless of their income level. In a sense, every Roycemore School student receives financial assistance, for tuition alone does not cover the cost of his or her education. Gifts from alumni, parents, friends, and foundations, as well as income from the Schools' endowment fund and special event fundraising projects help pay the difference.

Roycemore School adheres to the "Principles of Good Practice for Member Schools" put forth by the National Association of Independent Schools (NAIS) which includes "...a commitment to access and diversity, and a belief that member schools should distribute financial aid funds based upon demonstrated financial need." A portion of the School's budget is allocated by the Board of Trustees for tuition grants to students who contribute academic strength and/or ethnic, religious or financial diversity to the school community and who would not otherwise be able to attend.

It is important to realize that financial need is defined as the difference between your family's resources and your child's total educational expenses. The amount of aid offered each family depends on the amount of money available and individual family circumstances.

Roycemore School is not always able to aid all students who apply. We expect the family to make every effort to provide as much of the cost of the education as is possible. In no case is the total cost of tuition awarded, and Financial Aid awards do not cover books, fees, lunch or busing. Knowing the amount of total expenses helps you plan more accurately and choose more carefully among the various financing options.

The Robert Eisner Distinguished Scholar Program for High School Students

The Robert Eisner Distinguished Scholar program is Roycemore School's full tuition, merit-based scholarship for students entering 9th or 10th grade for the upcoming school year.

The renewable scholarship rewards academic excellence, outstanding leadership potential and personal achievement.

Eligible students must submit a completed application, letters of recommendation and official transcripts, as well as complete a standardized achievement test administered at the school. Call 847-866-6055 for information and an application.

Applying for Financial Aid

Families interested in applying for financial aid should inform our Director of Admission, who will provide an application form. Information is kept strictly confidential. Financial status and application for tuition assistance are not factors in the admission decision.

Financial aid is awarded to families on the basis of need, as determined by the School and Student Service For Financial Aid (SSS) and supplemented by information from each family's Federal Income Tax Return (Form 1040). SSS, a service owned by the National Association of Independent Schools, provides schools only with information and guidelines. These are used by Roycemore's Financial Aid Committee to make financial awards fairly and equitably.

A family must reapply for financial aid each year. The grant will usually be renewed, providing that the student meets all academic and social obligations to the School. A significant change in a family's financial profile may result in a different aid decision.

Contact the Admission Office at 847-866-6055 if you have questions regarding Financial Assistance.

If you have questions or need more information, please contact...

- Director of Admission – Carolyn Coyne
ccoyn@roycemoreschool.org
- Head of Lower School – Melinda Orzoff
morzoff@roycemoreschool.org
- Head of Middle School – John Novick
jnovick@roycemoreschool.org
- Head of Upper School – John Novick
jnovick@roycemoreschool.org

Roycemore School Application for Admission

Please complete all areas with black pen.

Applicant's name: _____ (Male / Female)

(If applicant is called by other than first name, please indicate): _____

Application for grade _____ for the school year _____ Date of application _____

(If applying for Junior Kindergarten or Kindergarten, the anticipated school day will be
_____ mornings only; _____ until 3:00; _____ until 6:00 p.m.)

Address: _____
street city state zip

Home Phone: _____ Citizenship: _____ Social Security #: _____

Date of birth: _____ Place of birth: _____

Names and birth dates of other children in family: _____

Check if applicable: Parents married Parents separated Parents divorced
 Mother remarried Mother deceased Father remarried Father deceased

Student lives with: _____ Who is financially responsible for school expenses? _____

Will you need to apply for tuition reduction? _____ Yes _____ No

FATHER:

MOTHER:

Full Name

Full Name

Home Address (if different from applicant)

Home Address (if different from applicant)

City, State and Zip Code

City, State and Zip Code

Home Telephone Number

Home Telephone Number

Email Address

Email Address

Name of Employer

Name of Employer

Occupation and Position

Occupation and Position

Business Address (Street and Number)

Business Address (Street and Number)

City, State and Zip Code

City, State and Zip Code

Business Telephone Number

Business Telephone Number

College - Undergraduate/Graduate

College - Undergraduate/Graduate

Schools, preschools or child care centers attended by applicant (present school first):

<i>Name of School</i>	<i>Dates</i>	<i>Grade</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Address of present school: _____ Phone: _____

Reason for leaving present school: _____

What language(s) are primarily spoken at home? _____

Does student have any significant health problems? Yes No If yes, please explain: _____

Has the child undergone any diagnostic testing or evaluation for either learning disabilities or psychological issues? _____

Who did the testing/evaluation? Name _____

Address _____ Phone _____

How did you first hear about Roycemore? _____

Please attach a written statement indicating what your and your child's expectations are of Roycemore. Please include any special information about your child that would assist in the evaluation of his/her application, including a description of your child's academic and social development and extracurricular interests.

Please sign and return with the non-refundable application fee of \$50.

AUTHORIZATION TO RELEASE RECORDS

I / We hereby authorize _____ to release all pertinent information
(student's present school)

for _____
(name of student)

to Carolyn Coyne, Director of Admission, Roycemore School, 640 Lincoln Street, Evanston, Illinois 60201.

Signature of Parent/Guardian _____ Date _____

Roycemore School does not discriminate on the basis of gender, race, color or national or ethnic origin in the administration of its admission and educational policies, financial aid and athletic and other school administered activities.