



2012-2013 Admissions Procedures

Timeline

Application

- Schedule an **appointment** with the Admission Office.
 - Tour the school.
 - Meet the staff.
- Submit a completed application with a \$25 non-refundable application fee.
- An **official school transcript** must be submitted before receiving acceptance to the school.
(Record release forms are available in the Birchwood School office.)
- Schedule a **student visit**. (Application to the school required.)
 - Students entering grade 1: visit from 8:30-10:30 am
 - Students entering grades 2-8 : visit for a full day.
- Parents meet with the Head of School.

Enrollment

- Notification of admissions decisions will be given via phone or mail by **April 15th, 2012**.
- Return the signed enrollment agreement by **April 30th, 2012**.
- Enclose a check or money order for the following **non-refundable** fees with the signed enrollment agreement:
 - \$150 new student fee.
 - Fees as listed in the *Fee Schedule* below.

Finances

Tuition Schedule 2012-2013 Fee Schedule

Kindergarten	\$7,000	Kindergarten	\$400
Grades 1 - 3	\$9,950	Grades 1 - 3	\$675
Grades 4 & 5	\$10,100	Grades 4 - 5	\$725
Grades 6 - 8	\$10,975	Grades 6 - 8	\$775

Financial Aid

Birchwood School awards limited financial aid on the basis of the family's demonstrated need determined by the *Private School Aid Service*. (Application forms are available in the school office.)

- Complete and submit application by February 11 , 2012.
- Financial aid decisions will be mailed by March 18 , 2012.
- Acceptance of financial aid due April 4 , 2012.

Submissions

- Please make all payments by check or money order made out to Birchwood School.
- For more information please call: 216 . 251 . 2321 or visit our website: www.birchwoodschoool.org
- To fax information please call: 216 . 251 . 2787
- Please mail all submissions and correspondence to:

Birchwood School
4400 West 140th Street
Cleveland, Ohio 44135

Commitment

Volunteer Requirement

To perpetuate the Birchwood community spirit while maintaining the many projects and initiatives of the *Birchwood Parents Committee*, all parents are required to contribute **five hours of volunteer service** to the school annually. *The Parents Committee* and Birchwood administration have prepared a list of jobs that **can be done at home or school**. For parents who have work or time constraints which prohibit volunteering, a donation of **\$200 may be made in lieu of service hours**.

The Birchwood School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

The Birchwood School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.