



Application Checklist

We are excited that you are applying to Kirby!
Be sure to reach out to us if you need assistance at any time.
This checklist will help you manage your application process:

- Open the Kirby Blackbaud Portal** in your web browser online at <https://kirby.myschoolapp.com/app#login/apply>. Create a user name and password. Be sure to add kirby@myschoolapp.com to your “safe senders” email list in order to receive email notifications (Check your spam folder if you don’t receive an email after you begin your application.)

- Step 1: General Application Information**
 - Provide general student and family information
 - Upload a student photo
 - Submit the \$75 application fee

- Step 2: The Parent Statement**
 - This is located in the checklist section of the Admissions Progress page and may be typed directly into Blackbaud.

- Step 3: The Student Statement:**
 - Download and print from Blackbaud. It is located under the checklist section of the Admissions Progress page. *This must be handwritten by the student.* Scan or photograph the completed statement, and then upload it into Blackbaud in the Student Statement area of your checklist. Alternatively, you may send a copy of the completed statement to the Admissions Office (via mail or email), and we will upload it for you.

- Step 4: Request Teacher Recommendations from your Current School:**

You may send recommendation requests to teachers directly in Blackbaud via email. Recommendations should come from your student’s most recent teachers. You’ll need your student’s teacher’s email addresses to complete this step.

 - English Teacher Recommendation (required)
 - Mathematics Teacher Recommendation (required)
 - Principal or Counselor Recommendation (required)
 - Additional Recommendation for another adult who knows your child well (optional)

- Step 5: Submit Academic Records:**

Please submit your student’s academic records for the last **two** academic years.

 - Complete the [Academic Records Request](#) form, located on the last page of this packet or in your checklists in Blackbaud. Send the request form to your student’s school. We will upload these items to your Blackbaud profile once the school provides them to us.
 - If your student has an IEP/504 plan/psychoeducational testing report, please scan/photograph the documents and upload them into Blackbaud under the corresponding checklist section. Or, you may send a copy of these documents to the Admissions Office, and we will upload them to Blackbaud for you.*

- Final Step: Interview and Writing Assessment:** Once **all** of the above documents have been received, we will contact you to set up a student interview and writing assessment for your student. Please allow approximately one hour for this visit. *This is the final step in the application process. **Congratulations you are finished!***

You will be notified by phone or email as soon as your student’s application has been reviewed by our Admissions Committee. An official letter detailing the acceptance decision will be sent in the mail as well.



For the fastest processing time we recommend that you upload your documents directly into your Blackbaud profile. If you are unable to do so, we’re happy to help in any way we can!



Admissions Calendar

OPEN HOUSES:

For prospective students and parents

Saturday, October 26, 2019 at 1pm

Saturday, January 25, 2020 at 1pm

RSVP at kirby.org/rsvp



August 2019 to March 2020 - Shadow Season

Students visit Kirby for a full day, shadowing with a volunteer student host. Call the Admissions Office at (831) 423-0658 x 202 or email elamoureux@kirby.org to schedule your shadow day experience.



February 4, 2020 - Priority Admissions Application Deadline

Priority is given to applications received by this date. Families applying for tuition assistance must have their Admissions Application submitted by this date.



February 13, 2020 - Tuition Assistance Application Deadline

Tuition Assistance Applications must be submitted to FAST by this date. The Admissions Application is separate from this process. Your Admissions Application must be submitted directly to Kirby, and must be received by February 3, 2020 in order for your tuition assistance application to be considered.



May 2, 2020 - Kirby Kickoff

All newly-enrolled families are welcomed into the Kirby community at the annual Kirby Kickoff. Math assessments are given at this time. Priority course selection is available for all students who attend.



Rolling Admissions - Notifications

Applications are reviewed throughout the admissions season. Once the Admissions Committee has made an acceptance decision, you will be notified by phone or email, and then an official letter will be sent by mail.



Tuition and Fees

2019-2020 Annual Tuition*

- Grades 6 & 7: \$29,250
- Grades 8 through 12: \$33,900

Application Fee: \$75 - Due with Admissions Application.

New Student Enrollment Fee: \$1000

Accepted students will receive an enrollment contract. This one-time fee is due with the signed contract.

Non-refundable Tuition Deposit: \$2,000

This deposit will be applied towards your annual tuition and is due with the signed contract.

Tuition Payments

- Payment(s) for the balance of tuition begins June 15, 2020.
- Families have the option of choosing an annual, semi-annual, or 10-month payment plan.
- A processing fee of \$300 or \$500 will be applied to the semi-annual or 10-month plan, respectively.
- All families on the semi-annual or 10-month plan are required to enroll in the tuition insurance program, with the approximate cost ranging from \$875 - \$1025 (less than 3% of tuition).
- Enrollment at Kirby represents a legally binding contractual agreement between the parents or guardians and the school. The obligation to pay tuition for the full academic year is unconditional. To cover any unforeseen circumstances, we encourage all families to participate in the tuition insurance program.
- Payments may be made by check, cash, or money order. We do not accept credit card payments.

Textbooks and Other Fees

- Textbooks and class materials are not included in tuition. Families purchase textbooks from outside suppliers from a book list provided by the School. Costs are approximately \$500 per year, depending upon the courses selected.
- Field Trips and Class Retreats: \$350 to \$1700, depending on grade level
- Parent Association Fee: \$35 per student
- Student ID/photo: \$20 to \$50 + tax

Tuition Assistance

The tuition assistance program supports our belief that a Kirby education should be made available to as many highly qualified students as possible, and that maintaining an economically diverse student body is valuable to our education goals. Additional information is available in the application packet and on the school website at <https://www.kirby.org/admissions/tuition-and-affording-kirby>.

Director of Admissions

Emily S. Lamoureux
admissions@kirby.org
(831) 423-0658 x202

* The tuition and fees listed here are for the 2019-20 school year. Tuition and fees for the 2020-21 school year will be available in January 2020.



Tuition Assistance

The Kirby tuition assistance program supports the belief that maintaining an economically diverse student body is important to our school. Tuition assistance is provided in the form of a tuition reduction (and in the case of new students, the enrollment fee may be waived).

Guidelines

Each year the Board of Trustees establishes tuition, the overall budget for the school, and a budget for tuition assistance. The Tuition Assistance Committee evaluates applications and makes awards to as many qualified families as possible.

- Awards are made to students in good standing based upon financial need. Returning students and siblings are given priority consideration.
- To ensure objectivity, Kirby uses an outside service, Financial Aid for School Tuition (FAST) to evaluate applications. Using the FAST assessment and the other materials submitted, the Tuition Assistance Committee determines tuition assistance awards for individual families. Families are encouraged to apply in January, but should submit their application to FAST no later than **February 13, 2020**.
- New families should start an Admissions Application before submitting a Tuition Assistance Application; Tuition Assistance Applications are considered *only after* a new student has been accepted.
- The Admissions Application Deadline for students applying for tuition assistance is February 4, 2020.
- All families receiving tuition assistance must re-apply each year.
- In separated or divorced families, both parents/guardians must submit applications.

Application Steps

- Returning and new families submit the online application directly to FAST. The application is available starting **December 1, 2019**. To apply online, go to <https://bit.ly/2KmPykN>. If you have questions about the electronic submission process, **please review the information on the FAST website or call FAST directly at 877-326-FAST (877-326-3278)**.
- Families must mail a copy of both parents'/guardians' 2019 federal tax return(s) and all related schedules to FAST to complete the application.
- Families should also submit a cover letter by February 13th, 2020 to the Kirby Tuition Assistance Committee outlining the reasons for applying and/or any unusual family or financial circumstances. This is an opportunity to help the committee understand more about each family's individual situation and need. Please send this letter to: Tuition Assistance Committee, c/o Laura Lucas, 425 Encinal Street, Santa Cruz, CA 95060.

Application Deadline

- Families may submit the FAST Tuition Assistance applications starting December 1, 2019. The deadline for submitting the Tuition Assistance Application to FAST and submitting the cover letter to Kirby is **February 13, 2020**. Completed 2019 tax returns are required. We understand that the February 13th deadline may be challenging. However, in order to make awards in late March, this deadline is important. Although late applications are accepted, funds may no longer be available.

Questions regarding the Kirby portion of the tuition assistance process may be directed to:

Laura Lucas - (831) 423-0658 x 320, llucas@kirby.org



ACADEMIC RECORDS REQUEST

TO PARENTS/GUARDIANS:

Please provide copies of your student's academic records for the last **two academic years**. Please complete and sign this Academic Records Request form *and give it to your child's current school*. The school should send the documents directly to Kirby, and we will upload them to your Blackbaud profile. Please allow sufficient time for processing.

Student Name: _____ Date of Birth: _____

Parent Authorization Signature for Release of Records

Date

TO THE SCHOOL REGISTRAR:

This student is applying to Kirby School and is not yet enrolled. Please DO NOT send cumulative file.

Please send the following:

Current Elementary and Middle School Students

- A school transcript or report cards or progress reports which include all ending grades and attendance **for the past two years and attendance/available grades for the current year**
- Aptitude and/or achievement tests (STAR, SAT, ERB, or CAT) for this year and last year

Current High School Students

- A copy of the student's transcript and report cards or progress reports which include all ending grades and attendance for courses taken **the past two years and attendance/available grades for the current year**
- Aptitude and/or achievement tests (STAR, SAT, ERB, or CAT) for this year and last year

FOR MORE INFORMATION CONTACT:

Emily Lamoureux
Director of Admissions
(831) 423-0658 x202
admissions@kirby.org

MAIL/FAX/EMAIL MATERIALS TO:

Kirby School Admissions
425 Encinal Street
Santa Cruz, CA 95060
FAX: (831) 423-0679
admissions@kirby.org