



Application Checklist

We are excited that you are applying to Kirby! This checklist will walk you through the entire admissions application process:

- Access the Kirby Portal** online [here](#). This is where you will find everything you need to proceed with the online admissions application. Kirby will create your username, and you will initiate this being sent to you when you first access the Kirby Portal. You will be prompted to set up your own password to access the portal. Be sure to put kirby@myschoolapp.com on your “safe senders” email list in order to receive email notifications.
- The Initial Application:**
 - Provide general student and family information
 - Upload a student photo
 - Submit the \$75 application fee
- The Parent Statement:** You may complete this directly in the portal. It is located under the checklist section of the Admissions Progress page. Click the “Fill Out” button next to this step in the Parent Statement area of your checklist in the portal.
- The Student Statement:** *Copy included in this packet.* You may also download and print this form in the Kirby Portal. *This must be handwritten by the student.* Once completed, scan the statement, and upload it into the portal in the Student Statement area of your checklist. Alternatively, you may photograph and send a copy of the completed statement to the Admissions Office via email, and we will upload it to the Kirby Portal for you.
- Request Teacher Recommendations from your Current School:** You may send recommendation requests to teachers directly in the Kirby portal, via email. Recommendations should come from your student’s most recent teachers.
 - English Teacher Recommendation (required)
 - Mathematics Teacher Recommendation (required)
 - Principal or Counselor Recommendation (required)
 - Additional Recommendation for another adult who knows your child well (optional)
- Submit Academic Records:** Please submit your student’s academic records for the last **two** school years.
 - Complete the [Academic Records Request](#) form by hand, *located in this packet*. This form is also available for download in the Kirby Portal in your checklist. Give the completed request form to your student’s school. We will upload these items to your students’ application once the school sends these records.
 - If your student has an IEP/504 plan/psychoeducational testing report, please scan/photograph the documents and upload them into the portal under the corresponding checklist section. Or, you may email a copy of these documents to the Admissions Office, and we will upload them for you.*
- Interview and Writing Assessment:** Once **all** of the above documents have been received, we will contact you to set up an interview and writing assessment for your student. Please allow approximately one hour for the interview. *This is the final step in the application process. Congratulations you are finished!*
- Admissions Notification:** You will be notified of the acceptance decision 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.



Admissions Calendar

Remote Admissions Events

For prospective students and parents

A variety of virtual meetings with our school community will be scheduled throughout the school year, to help your family get a feel for Kirby academics and student life. You may find ongoing event details on our [website](#).



February 9, 2021 - Priority Admissions Application Deadline

Priority consideration is given to applications received by this date. Families applying for tuition assistance must have their Admissions Application submitted by this date (the Initial Application, Parent Statement and Student Statement completed).



February 18, 2021 - Tuition Assistance Application Deadline

Tuition Assistance Applications must be submitted to FAST by this date. The Admissions Application is separate from the Tuition Assistance Application process. Your Admissions Application must be received by February 9, 2021 in order for your Tuition Assistance application to be considered. Students must first be accepted to Kirby, before the Tuition Assistance Application will be reviewed.



If you apply to Kirby *after February* and wish to explore Tuition Assistance, contact Laura Lucas at llucas@kirby.org to determine if your family is still eligible to apply for Tuition Assistance, based upon the availability of funds.



Rolling Admissions - Notifications

Admissions 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

2020-2021 Annual Tuition*

- Grades 6 & 7: \$31,000*
- Grades 8 through 12: \$35,900*

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, 2021.
- 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 \$806 - \$1105 (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. Families may choose to participate in the tuition insurance program to cover any unforeseen circumstances.
- Payments may be made by check, cash, wire, 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.
- Student ID/photo: \$20 to \$50 + tax
- Field Trips and Class Retreats:
 - 6-9th grade: included in tuition
 - 10th and 11th grade: \$500 fee to cover airfare if applicable
 - 12th grade: included in tuition

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](#).

Director of Admissions

Emily S. Lamoureux

admissions@kirby.org

831-435-0658 x 202

* These figures represent our tuition for the *current* school year. Our tuition for the 2021-22 school year will be available in January 2021.



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 18, 2021**.
- 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 9, 2021**.
- 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, 2020**. Here is the [link](#) to access the Tuition Assistance Application via FAST. 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 submit a copy of both parents' / guardians' 2020 federal tax return(s) and all related schedules to FAST to complete the application.
- Families should also submit a cover letter **by February 18th, 2021** 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 submit this letter to Laura Lucas at llucas@kirby.org.

Application Deadline

- Families may submit the FAST Tuition Assistance applications starting December 1, 2020. The deadline for submitting the Tuition Assistance Application to FAST and submitting the cover letter to Kirby is **February 18, 2021**. Completed 2020 tax returns are required. We understand that the February 18th 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 email the documents to elamoureux@kirby.org.

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/narrative evaluations 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
admissions@kirby.org

PLEASE EMAIL ALL MATERIALS TO:

Kirby School Admissions
admissions@kirby.org



STUDENT STATEMENT

APPLICANT'S NAME: _____ **APPLYING TO GRADE:** _____

GETTING TO KNOW YOU

Please complete your responses *in your own handwriting* (use extra paper if necessary.) Once complete, you may scan all pages, upload them to your computer, and then upload them as a single file to your Kirby Portal applicant profile. As another option for submission, you may photograph your Student Statement and email it to the Admissions Office.

1. Please complete the following phrases. Be creative and have fun!

I am happiest when...

I want to go to Kirby because...

I am most proud of...

My biggest dream is...



STUDENT STATEMENT

2. What activities have you been involved in over the past few years? Describe specifics, the capacity in which you were involved, and the length of time of your involvement. We realize every person is different, with varied interests and talents. You do not have to answer a question if it does not apply to you, and you may use an extra piece of paper to expand on your answers if necessary.

Arts (drama, music, dance, visual, etc.):

Sports:

School leadership positions or clubs:

Community service/Jobs (paid or volunteer):

Interesting projects, hobbies, or creations:

3. Is there anything else you would like us to know about you?