

# Northwest Academy

## Application Checklist

- Application Deadline for all materials: **February 1, 2012**
  - Complete the **Application Form**, including both the Student and Parent Statements.
  - Include **two writing samples**.
  - Mail with **\$100 application fee** to:  
Northwest Academy  
Attn: Director of Admissions  
1130 SW Main St.  
Portland, OR 97205
  - Give the **Teacher Recommendation Forms**, along with a stamped envelope, to two academic teachers and one counselor, mentor teacher, or coach to complete and fax or mail directly to Northwest Academy, Attn: Director of Admissions.
  - Transcripts**: Please sign the accompanying Student Records Release Form and deliver it to the student's current school requesting that copies of current and past year grade reports/transcripts and behavioral records be sent to Northwest Academy, Attn: Director of Admissions.
  - Placement Testing**: Diagnostic testing at the Northwest Academy is required for placement and must be completed prior to the application deadline. Please see testing dates listed below. Admissions placement testing is also available at other times upon request. Please contact the Director of Admissions to schedule a time. Northwest Academy does not require the SSAT.
- 2011-12 Testing Dates (Please RSVP to the Admissions Director):**
- Wednesday, December 14, 2011 at 10:00 a.m. (*late start day for PPS*)
  - Saturday, January 7, 2012 at 10:00 a.m.
- Interview**: Following completion of the application process, the Admissions Director will call you to schedule an interview for the student with Northwest Academy's Admissions Committee. The student may bring work samples or a portfolio to this interview.

*Northwest Academy does not discriminate on the basis of race, age, color, sex, creed, religion, sexual orientation, national origin or ethnic heritage in hiring, student admissions or volunteer activities.*

**Contact Admissions Director, Lainie Ettinger: [lettinger@nwacademy.org](mailto:lettinger@nwacademy.org) • 503.223.3367 x104**

Northwest Academy • 1130 SW Main St. • Portland, OR 97205 • Phone: 503.223.3367 • Fax: 503.402.1043

*(turn over for Application Process)*

# Northwest Academy

## Application Process

At Northwest Academy, we believe that each student is more than just a test score or a grade point average. Our admissions process is designed to help us get to know each student through a classroom visit, the student's written work, and placement tests written and graded by our teachers.

### Open House Tours

Enrollment Information Sessions include presentations by the Head of School and current students or parents, along with a tour of classes in session. Open Houses are held on **Thursdays at 10:00 a.m. on the following dates:**

- **October 13, 2011**
- **November 10, 2011**
- **December 8, 2011**
- **January 5, 2012**
- **February 9, 2012**
- **March 8, 2012**
- **April 12, 2012**

**Individual Tours** are available upon request. Please contact the Director of Admissions to schedule.

### Student Visits

Students spend a full or half day attending classes at Northwest Academy. Student visits, known as "Shadow Days," are held Monday through Thursday, beginning in October. Please see the Shadow Day Form for more information. This visit is scheduled with the Director of Admissions.

### Application Deadline: Wednesday, February 1, 2012

After the deadline has passed, applications will be accepted on a space-available basis.

### Financial Aid Deadline: Thursday, March 1, 2012 (see separate Financial Aid handout)

A Parents Financial Statement (PFS) form must be submitted to School & Student Services (SSS). We strongly encourage applicants to complete the PFS form online at [sss.nais.org/parents](http://sss.nais.org/parents). After completing the online application, please submit the following to Northwest Academy by March 1, 2012:

- Copy of the PFS submitted to SSS
- Parents' current year federal tax return and schedules (requires early submission of 2011 taxes)

A signed IRS form 4506-T may be requested in some cases. Also, if for some reason both parents do not submit information to SSS, a signed waiver must be submitted.

### Acceptance

Following notification of acceptance a \$1,500 non-refundable tuition deposit is required to reserve a student's place in the next school year. This deposit is fully applied to the student's total tuition.

**Tuition** for the 2011-2012 school year (includes after school classes, textbooks, and most fees):

High School - \$18,250

Middle School - \$16,250

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