

To Students and Families Applying to Washington–Area Independent Schools for 2017- 2018

To promote a fair and transparent admission process, the member schools of the Association of Independent Schools of Greater Washington ("AISGW") have established the following guidelines for working with families and students applying to their schools. All AISGW schools and applicant families are expected to abide by these guidelines.

Schools should make clear to applicants all dates pertaining to admission and re-enrollment. AISGW recommends the following timeline:

- **Notification Date** - notification of admission decisions shall be the first Friday in March (March 3, 2017); to the extent practicable, electronic notification, which includes email, telephone, on-line portal or any other form of instant notification, shall occur no earlier than 5 pm; letters may be placed in the U.S. mail so as to be received on the first Friday in March.
- **Registration/Reply Date** - enrollment contracts for newly admitted students are due back to the school no earlier than the third Friday in March (March 17, 2017), or two weeks from the date of notification.
- **Tuition Binding Date** - enrollment contracts for newly admitted and re-enrolling students are binding as of a school's close of business on June 1. This means that schools may not release the tuition obligation of a family that has already enrolled unless the family notifies the school of its decision to enroll elsewhere by the time business closes on June 1st. If June 1st falls on a weekend, the binding date shall be close of business on the immediately preceding Friday.

Upon receipt of an application, member schools of AISGW presume that if an applicant is currently enrolled at another independent school, the applicant's family already has notified that school of an intention to apply elsewhere in the independent school community.

An AISGW member school will not accept a student from another AISGW school without receipt of appropriate records directly from the student's present school.

Families should inform all independent schools to which they have applied if and when they no longer seek admission to the schools for the coming academic year.

Families should not submit an enrollment deposit at more than one school.

With respect to financial aid, families should note the following:

- A family's aid shall be provisional until all requested documentation is submitted
- Schools and families shall not engage in discussions regarding other schools' awards for purpose of bargaining for students to the extent such discussions could lead to awards that exceed demonstrated need
- With respect to merit-based aid, such awards and the criteria for receiving them shall be published by the school in its admission materials and/or on its website

AISGW Member Schools

The Academy of the Holy Cross	Episcopal High School	The Kingsbury Day School	The River School
Aidan Montessori School	Evergreen School	The Lab School of Washington	St. Albans School
Alef Bet Montessori	The Field School	Landon School	St. Andrew's Episcopal School
Alexandria Country Day School	Flint Hill School	The Langley School	St. Anselm's Abbey School
Barrie School	Foxcroft School	Loudoun Country Day School	St. Columba's Nursery School
Bishop John T. Walker School for Boys	Georgetown Day School	Lowell School	St. John's College High School
Beauvoir, the Elementary School of the National Cathedral	Georgetown Preparatory School	The Madeira School	St. Patrick's Episcopal Day School
Browne Academy	Georgetown Visitation Preparatory School	Maret School	St. Stephen's & St. Agnes School
Bullis School	German School Washington, D.C.	Mater Dei School	Sheridan School
Burgundy Farm Country Day School	Gonzaga College High School	McLean School	Sidwell Friends School
Butler Montessori	Grace Episcopal Day School	Mercersburg Academy	Stone Ridge School of the Sacred Heart
Capitol Hill Day School	Grace Episcopal School	National Cathedral School	Washington Episcopal School
Charles E. Smith Jewish Day School	Green Acres School	National Child Research Center	Washington International School
Commonwealth Academy	Green Hedges School	National Presbyterian School	Washington Jesuit Academy
Concord Hill School	The Harbor School	The Nora School	Washington School for Girls
Congressional School	The Heights School	Norwood School	Washington Waldorf School
Connelly School of the Holy Child	The Hill School	Oakwood School	Westminster School
The Diener School	Holton-Arms School	Parkmont School	The Woods Academy
Edmund Burke School	The Jewish Primary Day School of the Nation's Capital	The Potomac School	
		The Primary Day School	