



## ISA ADMISSIONS & ENROLLMENT POLICIES

### NON-DISCRIMINATION

International School of Arizona (ISA) complies with a comprehensive non-discrimination policy in all-school administered programs and will not discriminate on the basis of race, color, gender, national or ethnic origin, age, religion, sexual orientation or gender preference in all its admissions, educational and employment policies, programs and practices.

### SELECTIVE ADMISSIONS

We ensure that as a nonprofit independent school, we define and fulfill our educational mission, policies and procedures, without unnecessary government intrusion. ISA's process is designed to attract students who will be best served by the school and by parents who will contribute to our community in a healthy and productive manner. The admissions process is overseen by ISA's Admissions Review Committee.

### ADMISSIONS PROCESS

Each applicant must follow the current admissions process which may include but is not limited to: a signed application form, an application fee, tour, student assessment, student academic review, student behavioral review, parent/guardian meeting, and parent/guardian background review. Once complete, the Admissions Manager will prepare a summary and present it to the Head of School for their review. ISA reserves the right to deny any application at its sole discretion, without any requirement to justify the decision. All decisions from ISA will be final and no further petitions may be made to ISA by the applicant.

### CONFIDENTIALITY & NONDISCLOSURE

The Admissions process is conducted in strict confidentiality and disclosure regarding all applications and decisions.

### WAITLIST POLICY

All applicants must complete the formal application process outlined in the Admissions Policy. Once the application has been approved, the applicant will be notified of acceptance. If the desired class does not



## INTERNATIONAL SCHOOL OF ARIZONA

have space available, the applicant will be informed that they will be placed on a waitlist. Their rank on the waitlist will be based on the “offer of admissions date.”

### NOTIFICATION OF SPACE AVAILABLE

Applicants on the waitlist will be notified when space is available on a “first come, first served” basis from the initial date of their offer. The waitlist will be administered by the Admissions Manager and may not be altered. It is impossible for ISA to distinguish priority of one application over another, thus we cannot favor one applicant at the expense of another. ISA adheres to an absolute priority that prohibits families from moving ahead on the waitlist, except if there is a sibling, re-enrollment or staff priority as outlined below.

### SIBLING, RE-ENROLL AND STAFF PRIORITY

The following accepted applicants will have priority on the waitlist in the order specified below:

1. Siblings of currently enrolled ISA students.
2. Students who are re-enrolling (i.e. existing students).
3. Staff children.
4. New students.

### ENROLLMENT PACKET & AGREEMENT

Once the applicant receives notification that they have been accepted, ISA requires the parent/guardian to complete the Enrollment packet. Part of this packet contains the Enrollment Agreement which is made and entered into by and between the International School of Arizona and the Financially Responsible Party (“FRP”) for the student. This agreement is renewed each academic year. The agreement contains terms & conditions outlining payment options & procedures, ISA handbook acceptance, and indemnifications.

### FINANCIAL RESPONSIBLE PARTY (FRP)

The International School of Arizona requires one parent or guardian to be appointed as the Financially Responsible Party (FRP). All invoices are sent to the FRP who ensures due payments. In the case of multiple households, separated or divorced parents, ISA cannot create multiple or split invoices for one student. It is the parents/guardian’s responsibility to agree on the organization of the payments.





## ISA REFUND & CANCELLATION POLICY

Once the parent or FRP signs an enrollment agreement, and they henceforth request a withdrawal from the program, the following policy applies:

- The application fee is non-refundable.
- The tuition deposit that is due at the time of enrollment is non-refundable. This policy also applies if the family withdraws before the start of the school year or before their designated start date during the school year; in all cases they will lose their deposit.
- If the family withdraws after the designated start date at any time during the academic year, they will lose the deposit + be liable for the total tuition of that academic year.
- Any tuition collected after the student's designated start date will be non-refundable.

Please note that only the following cases will be considered for refunds on tuition upon withdrawal:

- Serious illness verifiable by a doctor's written statement that the illness prevents the student from attending a school.
- Involuntary relocation imposed by the parent's or FRP's employer. This is upon receipt of an official letter from the employer.
- Cases which fall under ISA's Hardship Policy [see below].

**To withdraw a student, please request a withdrawal form from Admissions.**

## CHANGE OF DAYS POLICY FOR PK1 to PK3 FAMILIES

For PK1 to PK3 parents and/or responsible financial parties who request a change in the attendance options (5 full, 5 half or 3 full days being Tuesday-Wednesday-Thursday) during the academic year, they must first notify the Admissions Department, as a two-week notice is required for any change in enrollment. Please note that changes will only be accepted if there is space in the desired class. Any prepaid tuition will be re-allocated towards future tuition at ISA.

## ISA HARDHIP POLICY

ISA has a policy to assist serious hardship cases (who do not qualify for the Income Based Scholarships) but have suffered major setbacks during the academic year (i.e. parental death, serious illness, spousal abandonment). These families must write a letter about their circumstances and scholarships are awarded on a case by case basis.