



**INTERNATIONAL  
SCHOOL OF ARIZONA**  

---

*Board of Trustees*

**International School of Arizona  
Admissions Policy**  
Approved 11/17/2021

International School of Arizona (ISA) seeks to enroll students whose strong ability, performance, and promise suggest they will thrive in the school's challenging academic multi-lingual environment and who will contribute to the life of the school in a variety of areas including the arts, athletics, leadership, community spirit and service. Students admitted to ISA and their families are expected to embrace the school's mission and vision, comply with its policies and code of conduct, and contribute time, talent and treasure.

Admissions decisions are based on a combination of factors which may include a personal interview with the student and his/her parents (or guardians), academic record, admissions tests, teacher recommendations, a classroom visit and other appropriate information. Academic readiness or achievement, social and behavioral maturity, motivation, and special talents will be considered. The composition of a given grade and/or the school as a whole can influence the decisions regarding acceptance of an individual student.

In the admissions process, the school seeks to enroll a diverse student body. ISA does not discriminate on the basis of race, color, religion, gender, gender identity, age, disability, marital status, sexual orientation or based on any other status protected under local, state, and federal law, in admission or access to, or treatment of employment or educational programs and activities.

In all cases, the school retains the right to determine, in its sole decision, whether or not to admit an applicant or re-enroll a student. The Admissions Committee, which is composed of the Admissions Manager, Language Program Director and Head of School, makes the final decision. The Admissions process is conducted in strict confidentiality and disclosure regarding all applications and decisions.

A complete applicant file consists of:

- Application for Admission
- Application fee (\$100)
- Completed entrance testing (when specified by Admissions Committee)
- One letter of recommendation (entering grades 1-8)
- Current transcripts of grades/report cards for the past two academic years

The school reserves the right to require additional information to complete a student's application. This information may include additional letters of recommendation, individual interviews, entrance exam or other standardized testing, and a day visit to campus.

For those who are qualified, enrollment is dependent on available space. Preference is given to children or grandchildren of alumni and siblings of currently enrolled students. When there are more qualified candidates than openings available, the school will maintain an unranked waitlist. As space opens, the Head of School will decide which candidate(s) to admit based on the composition of the current class, qualifications of the candidates, and the individual match with the school.

Applications for admission are dated upon submission. All factors being equal, preferential consideration is given to earlier dated applications. All admissions decisions are need-blind. An offer of admission in no case implies an offer of financial aid. All admissions decisions are final. Prospective students who are declined for admission may reapply after one full academic term.

The school recognizes the right of their students and their families to visit and consider other schools at any time and to hold preliminary discussions regarding admission without notifying the school. No penalties on families considering other schools, such as withholding of enrollment contracts, shall be levied on families unless the family is already under contract. In the process of filing application for admissions, however, the student's family should advise the present head that discussions are in progress and authorize, preferably in writing, the release of a transcript and other pertinent data at the request of the school considering the applicant. Upon request, and as promptly as possible, the school should send such records to another school to which a student has applied.

The school should not offer a place to a student without first receiving an official transcript (or its equivalent) from the student's present school (if applicable). The school should make clear to admission candidates all dates pertaining to application procedures. The school gives each accepted candidate 72 hours to accept or reject the offer of a place. After 72 hours, the offer is withdrawn. If financial assistance is sought, the school should make clear to applicants all procedures and dates involved in financial aid determination.

The parents of an accepted applicant should be informed of the full costs of the forthcoming school year before being required to sign an enrollment agreement.

Once the applicant receives notification of an offer of a place, ISA requires the parent/guardian to complete an 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.

Once the parent/FRP signs an enrollment agreement, and they henceforth request a withdrawal from the school, the following 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:
  - Families who suffer serious hardship and major setbacks during the academic year (i.e. parental death, serious illness, spousal abandonment), must send a letter about their circumstances to the Admissions office. Each case will be treated individually and confidentially to determine financial aid/scholarships.

**To withdraw a student, please request a withdrawal form from the Admissions office: [admissions@isaz.org](mailto:admissions@isaz.org).**

### **Additional policy information for PK1 to PK3**

#### **Attendance options and changes:**

ISA offers three different attendance options for PK1, PK2, and PK3 classes. Parents can elect to send their children to school (1) Three full days per week on Tuesdays, Wednesdays and Thursdays [from 8:30 am to 2:30 pm], (2) Five half-days per week [from 8:30 am to 12:00 pm], or (3) Five full days per week [from 8:30 am to 2:30 pm]. When enrolling a child in PK, the tuition management system will automatically assume the Five Full Day option.

PK1 to PK3 parents/guardians can request a change in their attendance option from part-time to full-time (i.e. from 5 half or 3 full days to 5 full days) during the academic year. To do so, they must first notify the Admissions office, as a one-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. The tuition increase will be added pro-rata to the remaining due balance in accordance with the chosen payment plan.

#### **Entrance age for PK2 and PK3**

ISA has a cut-off date of July 31 for children entering PK2 and PK3. This means that a child needs to be two years old on or before July 31 to enroll in a PK2 class, and three years old on or before July 31 to enroll in a PK3 class.

In addition, to enter the PK3 class, a child needs to be potty trained.

### **Entrance age and start dates for PK1**

The PK1 class starts at 18 months old, and we offer three entrance dates to enroll in this class:

1. Start of the school year; child must be 18 months old on or before July 31.
2. After Fall Break in October; child must be 18 months on or before September 30.
3. After Winter Break in January; child must be 18 months on or before December 31.

Enrollment after January will be assessed on a case-by-case basis.

### **Enrollment with a later start date**

The following conditions apply to an enrollment for a student who wishes to start after the school year has begun.

1. If the space is available, the student can enroll, and the parent/guardian pays the 10% deposit based on the pro-rated tuition price and will start paying tuition based on the chosen payment plan.
  - a. ISA will invoice pro-rata, meaning the parent/guardian pays tuition only for the days that the student will attend.
2. If the class reaches capacity and another family wants to enroll with an earlier start date, ISA will:
  - a. Inform the parent/guardian of the student with a later start date and give them first choice to either hold the place by paying tuition from that day on or forgo the enrollment.
  - b. Should the parent/guardian choose to withdraw and give the space up to the other student, ISA will reimburse any tuition paid as well as the deposit.