

NORTHEASTERN WISCONSIN

Lutheran High School

2012-2013 ENROLLMENT PROCEDURES

To clarify the steps for application and admission to N.E.W. Lutheran High School, they are listed below. Should you have any questions, please contact the school at 920-469-6810.

Step One: Forms

Parent submits the following completed forms to the school:

- Application Form
- Tuition Agreement Form
- Non-refundable Registration Fee – The early registration fee of \$100 deadline is April 5th, 2012. After this date, the registration fee increases to \$250 (applicable to returning families only)

New Families must also submit:

- Parent Questionnaire
- Student Questionnaire

Step Two: Financial Aid (Optional)

Parent submits for financial aid through Smart Tuition.

The Board of Directors of Northeastern Wisconsin Lutheran High School has established a Financial Aid Program to assist families whose financial resources limit their ability to afford full tuition. Any student (family) applying for admission to our schools may request financial assistance. Financial Aid is based on need and determined by a formula, but may be modified if circumstances warrant. Families are expected to provide the remaining tuition, since the Financial Aid program does not provide full scholarships.

Financial Aid is processed through a company called Smart Tuition. You can apply online or by submitting a paper copy. A copy of the family's 2011 federal income tax forms must accompany the application. The priority deadline for Financial Aid is February 28, 2012 with families being notified by mail of aid approval and resulting tuition obligation by April 1st, 2012. The fee to apply for financial aid is \$24.00 and must accompany the application.

Parent submits (for incoming freshmen or new students only) for a "Zoe Means Life" Grant

The "Zoe Means Life" Grant is a one-time scholarship up to \$500. An application for this grant can be requested by any new student *after* registration and must be returned by April 1st.

Step Three:

- **New Families only: Review by school of enrollment packet**
Upon receipt of enrollment forms, N.E.W. Lutheran High School will request for records or cumulative file from student's current school.

Executive Director and/or Guidance Counselor will:

- Review all paperwork
 - Contact previous school/teachers
 - Possibly interview parent and prospective student
 - Review ACT Explore test results for math placement
- **Current Students:**
Class selection forms must be turned in by March 30, 2012.

Step Four – New Families Only

- Attend Open House/Freshman Registration Night on February 16th (students can register any time after this date by appointment)
- Student should attend one of the ACT Explore Placement test dates either Saturday, March 10th or Saturday April 12th from 9am – Noon.
- Preliminary Schedule is developed by Academic Guidance Counselor as classes are available.
- Attend our Freshman Orientation Night on Thursday, May 10th from 6 – 8pm.

Other Important:

1. All non-freshmen transfer students must enroll in the first two weeks of a semester. Transferring students must arrange an interview with school administration to provide information on current status and circumstances. A tentative class schedule may be set up at that time. WIAA guidelines will be followed for transfer students.
2. Current health and immunization records must be submitted yearly to the school along with academic records from your prior school. **All freshmen need a physical examination. Juniors who are involved in athletics also need one.** Sophomores and Seniors need a parent signature form filled out. WIAA forms are available from the office and will also be handed out at the Athletic meeting held at the beginning of each school year – usually towards the beginning of August.
3. Returning families should attend the student orientation in August. Schedules will be finalized and details regarding bussing, student handbook policies, etc. will be discussed.