

Admission Application

Thank you for your interest in New Mexico Academy of International Studies (NMAIS). To initiate your admission process, please complete and return this form to NMAIS with a non-refundable administrative application fee of \$50.00 per child.

When the form and fee are received, you will be contacted regarding the availability of space and the expected timing of the admission process. If your child is offered admission, a deposit of \$200.00 will be required along with the enrollment documents .

We will do everything possible to meet your needs, but we are unable to guarantee start dates. Enrollment is based upon availability.

Child's Name: _____ Date of Birth: ____/____/____

Child's Name: _____ Date of Birth: ____/____/____

Parent/Guardian Information:

Name: _____ Name: _____

Relationship: _____ Relationship: _____

Address: _____ Address: _____

E-mail Address: _____ E-mail Address: _____

Home Phone: _____ Home Phone: _____

Cell Phone: _____ Cell Phone: _____

Company Name: _____ Company Name: _____

Company Phone: _____ Company Phone: _____

What date would you like enrollment to begin?

How did you hear about NMAIS?

(Parent/Guardian's Signature) (Date)

(Parent/Guardian's Signature) (Date)

Please enclose a check for \$50.00 per child and return it to:

New Mexico Academy of International Studies (NMAIS)

2845 Agua Fria

Santa Fe, NM 87507

New Mexico Academy of International Studies is committed to diversity and the inclusion of all families. Families interested in applying for scholarships must complete a Scholarship Request Form. All information related to the parent's financial circumstances will be held confidential. These forms will be used only to arrive at a fair determination of financial need. Applying for scholarships will not influence the admission decision.
NM Academy of International Studies (NMAIS) 2845 Agua Fria Santa Fe, NM 87507 505-988-5810 www.nmais.net

NEW MEXICO ACADEMY OF INTERNATIONAL STUDIES

Cultivating Academic Excellence & Independent Thinkers | Grades 1-6

NMAIS Tuition and Fees Schedule 2016

Base annual NMAIS tuition is \$7100.00

**Early Pay (15% discount)	Single Payment (10% discount)	2 Payments Early Pay (7% discount)	2 Payments (5% discount)	10 monthly payments	11 monthly payments (+ 5%)	12 monthly payments (+7%)
\$6035	\$6390	\$6603 2 payments of \$3301.50	\$6745 2 payments of \$3372.50	\$710/ month	\$678/ month	\$633/ month
Due by May 15	Due by July 15	1st payment Due By May 15	1st payment Due by July 15	* 10 Pre-dated checks due by July 15	* 11 Pre-dated checks due by July 15	* 12 Pre-dated checks due by July 15

Required (Non Refundable) Fees	Amount
Annual Administrative Fee	\$200.
Annual Insurance, Assessment, Materials	\$375.
Potential Fees (may or may not apply)	
Application Fee	\$50.
Bounced check Fee	\$50.
Enrichment Programs/Fieldtrips/Events	Amounts vary, typically (\$5 - \$10)

Before Care & After Care (optional)	Rates
Before Care (must be scheduled)	\$5. per day/ per child
After Care (must be scheduled)	\$10. per hour/per child

Work Exchange Options	May be available	To offset Tuition costs
Work Exchange	\$15/ hr. tuition offset	up to 1/2 tuition

Notes:

Pre-dated checks accounting for the entire agreed upon annual tuition must be submitted on or before July 15.

Checks are payable to NMAIS.

Each check should be dated for the 25th day of the month prior to that month's payment. (In example: August's tuition payment will be dated July 25th, February's payment will be dated January 25). Tuition checks will be deposited after the 25th of that month. All monthly tuition payments are due on the twenty-fifth (25th) day of the prior month. Any late payment will result in additional penalty fees.

Parent Evaluation

What are your child's most outstanding characteristics?						
What are your child's challenges or special needs? (we all have them)						
What are areas of concern for you ?						
Please comment on your child's primary interests and abilities. (Please use additional paper, if necessary.)	Academic					
	Verbal skills					
	Written skills (includes reading)					
	Creative/Performing Arts					
	Athletics / Sports					
	Study Habits					
	Social / cultural / emotional					
Has child ever been expelled or suspended from school? Please explain.						
Please indicate which your child has had:	<input type="checkbox"/>	Educational Evaluation	<input type="checkbox"/>	Tutoring	<input type="checkbox"/>	Counseling
	<input type="checkbox"/>	Medical Evaluation	<input type="checkbox"/>	Speech Exam	<input type="checkbox"/>	Speech Therapy
	<input type="checkbox"/>	Psychological Evaluation	<input type="checkbox"/>	Hearing Exam	<input type="checkbox"/>	Visual Exam
	<input type="checkbox"/>	Perceptual Exam	<input type="checkbox"/>	Neurological Exam	<input type="checkbox"/>	
Please describe those you have checked. Attach a copy of report/s.						

Parents must provide the Admissions Office with all educational, medical, psychological, and behavioral information. This information is essential to continued enrollment. Failure to provide it may result in disenrollment, with financial implications as described in the published refund policy on the Enrollment Contract. All information and materials of any kind received from any source are treated as confidential and will not be disclosed, except as necessary for official purposes as determined by the School Administration.

Parent Name (Written): mother / father / guardian (circle one)

Signature

Date

Child Name	
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Child Essay

Please write an essay describing yourself in your own handwriting that includes why you want to attend New Mexico Academy of International Studies, who you are as a person (your strengths, weaknesses, interests, hobbies, interests, beliefs, etc.) and what you can contribute to our School.

Child's statements were written on their behalf by: _____ (for young child without writing skills or older child with writing challenges).

Work Exchange Application

The NM Academy of International Studies community is committed to providing access to families who would not otherwise have the opportunity to attend the school at full tuition. Families are expected to contribute according to their means, taking into account total income, net assets, number of dependents, and other appropriate information. As with all NMAIS families, Work Exchange families are expected to be involved in the school, through attending community events, volunteering, committees, or other activities that help support and maintain the school at large.

Families must reapply for Work Exchange every year. Applicants in good standing who are currently enrolled and already receiving Work Exchange will receive first consideration for the following year. Work Exchange opportunities are limited and are awarded on a first-come, first-served basis. Most Work exchange is based upon an agreed upon approximate hourly rate applied towards each month's tuition.

Work Exchange application procedures:

- € Complete the Work Exchange Application and submit it.
- € Submit a letter explaining the circumstances that have led you to apply for Work Exchange. All information is completely confidential and will be treated as such.
- € Set up a meeting with the Head of School to try to come to an equitable financial arrangement.
- € If you are applying for a teaching exchange, a resume demonstrating ability to perform the work exchange functions will be requested.

The Head of School will make Work Exchange Awards based on available Work Exchange opportunities. The following criteria will also be assessed in the distribution of work exchange opportunities.

Academic desire—a student must be willing to work toward his or her academic potential and must be willing to operate as a respectful member of a diverse community.

Financial—financial need as identified by the Work Exchange application, and supporting documents. Family tuition payment history will be considered for returning students. Families with delinquent or past-due accounts may not be eligible for continuing assistance unless alternative arrangements can be agreed upon between parties.

Behavioral/Social—attendance and behavioral record will be considered. Any serious disciplinary actions will be reviewed and may impact the re-issuance of work exchange opportunities.

Skill Set/ Trade / Ability – A family member's ability, skill set, and trade experience may be considered in awarding work exchange opportunities. Every effort will be made to match work exchange agreements with the skill set of the recipient.

Recipients have 10 business days upon receipt of an award letter to accept the Work Exchange opportunity. The signed enrollment contract along with the appropriate school enrollment paperwork must be returned to the office by the due date.

New Mexico Academy of International Studies does not discriminate on the basis of race, color, creed, handicap, national origin, or sexual orientation in the administration of its educational, admissions, or financial aid policies, or in any other programs or policies.

Work Exchange Application

Parent Name		Application date	
Child 1		Birth date	
Child 2		Birth date	
Child 3		Birth date	

Parent 1		Parent 2	
Phone		Phone	
Email		Email	
Address		Address	
City/State/Zip		City/State/Zip	
Employer		Employer	
Annual Salary		Annual Salary	
Supervisor		Supervisor	
Wk Phone		Wk Phone	

Please comment on your current need for assistance: