



APPLICATION

# Transcript Release Form



STUDENT NAME (first) \_\_\_\_\_ (middle) \_\_\_\_\_ (last) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CURRENT GRADE \_\_\_\_\_ CANDIDATE FOR GRADE \_\_\_\_\_ IN 20 \_\_\_\_\_ (year)

**INSTRUCTIONS TO PARENT/GUARDIAN:** Please sign this release form and submit it with the School Recommendation Form to your daughter's current principal or guidance counselor.

I hereby authorize that my daughter's official school transcript records, along with all testing and evaluations, be released to the Admission Office of The Ethel Walker School.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**INSTRUCTIONS TO SCHOOL:** The student named above is an applicant for admission to The Ethel Walker School. Please return the following directly to The Ethel Walker School Admission Office:

1. A complete, official transcript of grades and standardized tests **for at least two years**, including the current academic year. Please also enclose any additional testing conducted that pertains to the student's academic, intellectual, social or emotional abilities and needs.
2. A confidential School Recommendation, completed by the principal or guidance counselor, evaluating the applicant. A letter of recommendation which responds to the questions posed on the School Recommendation Form is an acceptable substitute.

*Thank you on behalf of the members of The Ethel Walker School Admission Committee.*

The Ethel Walker School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, national and ethnic origin, disabilities, or sexual orientation in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other School-administered programs.

*- Established 1911 -*

3. **PERSONAL QUALITIES:**

Please evaluate this applicant in the following areas in relation to other students of the same age by placing a check under the rating that best expresses your sense of her:

	Excellent	Good	Average	Below Average	N/A
Concern for Others					
Leadership Potential					
Responsibility					
Personal Integrity					
Emotional Maturity					
Relation to Peers					
Relation to Adults					

4. In what areas has the student shown unusual ability or aptitude? \_\_\_\_\_

\_\_\_\_\_

5. Do you have any concerns about the student's academic progress? \_\_\_\_\_

\_\_\_\_\_

6. Has this student ever been subject to disciplinary action by the school? If so, please explain. \_\_\_\_\_

\_\_\_\_\_

7. **ADDITIONAL COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

8. **OVERALL RECOMMENDATION:**

How do you recommend this student?

	Without Reservation	Strongly	With Reservation	Do Not Recommend
As a Student				
As a Person				

9. Size of the student body at your school: \_\_\_\_\_ Average number of students per class: \_\_\_\_\_

*This form should be accompanied by an official school transcript for at least two years (including the current academic year).*

NAME (PLEASE PRINT)		TITLE	
SCHOOL			
ADDRESS		CITY	STATE ZIP
For international schools: PROVINCE		COUNTRY	
E-MAIL			
PHONE		FAX	
SCHOOL OFFICIAL'S SIGNATURE		DATE	

Please contact me for additional information.



# Financial Aid Information



The Ethel Walker School provides a comprehensive, broad-based education for girls in grades 6–12. We offer extensive opportunities for young women to maximize their intellectual gifts, natural talents and leadership acumen. A Walker's education helps create a strong sense of accomplishment, opportunity, confidence and independence.

The School is committed to building a strong and diverse community of students, yet recognizes that not every family has the financial ability to afford the full cost of tuition. Each year, the Financial Aid Committee offers tuition assistance to qualified students on the basis of demonstrated need and the availability of institutional funds. This aid is made possible, in part, through the generosity of alumnae and other friends of the School.

Our financial aid program is based on a family's demonstrated need, as determined by School and Student Services for Financial Aid (SSS), current year tax returns and W-2s. Once a family applies for financial aid and an award has been made, Walker's makes a commitment to continue this assistance as long as demonstrated need continues and the student remains in good academic and community standing.

***Aid awards are recalculated annually and updated financial aid forms and tax documents must be submitted every year.***

## FINANCIAL AID APPLICATION PROCESS

Families need to complete the Parent Financial Statement (PFS) online at [www.sss.nais.org](http://www.sss.nais.org), and supply copies of the most recent federal tax return, Form 1040, including all schedules, supporting data and W-2s. The School also requires a completed Form 4506, Request for Transcript of Tax Return.

Once the PFS application has been completed and received by SSS, the data is reviewed and an Estimated Family Contribution is recommended. Our school code is **3076**. You will need to include this code with your PFS application in order for Walker's to receive the Report of Family Contribution (RFC) from SSS.

Walker's will review the RFC and adjust the award as necessary in accordance with our own evaluations and in light of other claims on a limited financial aid budget. ***Please note that The Ethel Walker School is not able to meet full need for every student, and the School may not award the full amount recommended by SSS.***

Financial aid is applied toward the cost of tuition, room and board. Additional expenses (such as books, activities, and phone) are incurred at the family's expense. Charges for riding lessons, board for a horse, tutoring or music lessons are not covered in the financial aid award.

***All financial information, including award amounts, is kept confidential by the School. We expect recipient families will honor this strict confidentiality.***

**In administering financial aid, the School takes into account various family situations.**

Just as the education provided at The Ethel Walker School is collaboration between students, faculty and staff, we view paying for this education as a partnership between parents, families and the institution.

### **A. Separated or Divorced Parents:**

Walker's expects natural, custodial and step-parents to pay education costs for their daughters to the full extent they are financially able. This principle applies to all parents, even those who are separated or divorced. Walker's is not bound by and will not honor any decree, agreement or legal document excusing a parent from financial responsibility for their daughter's education.

Both natural parents are expected to file all of the necessary forms and to comply fully with all of the guidelines of the aid process. Thus, tax returns and PFS forms are required of all parents.

Remarriage of either natural parent creates a new family unit with new relationships, but since the parents still have a parental obligation, the income and assets of the entire family unit (including new family units and step-parents) are viewed as relevant for the purpose of calculating a family's level of need. Walker's considers the obligations of the parents to their new family situations in determining the aid award, but will not allocate the award on a proportional basis among the families involved. The responsibility for communication and payment rests with the natural parents.

#### **B. Trust and/or "College" Funds:**

Trust funds and/or funds or accounts earmarked "for college" are considered student's assets and are treated accordingly. While it may not be possible for a family to draw on principal of such funds, the existence of these funds means that more of the family's current income is available for tuition.

## AWARDING FINANCIAL AID FOR NEW FAMILIES

Families who are new to the School should apply for financial aid (if they intend to do so) at the same time they begin the admission application process. Aid award decisions are made independently from admission decisions. There is limited financial aid available and the priority deadline for applying is February 1; financial aid is awarded on a funds-available basis. While there is a large tuition assistance budget, our funds usually do not meet the aggregate need of all qualified applicants.

## RENEWAL OF FINANCIAL AID FOR CURRENTLY ENROLLED STUDENTS

Our policy is to renew financial aid provided:

- the student remains in good academic and social standing;
- continued need is demonstrated;
- re-enrollment deadlines are met;
- financial aid reapplication is completed annually and before the February 1 priority deadline

If a family fails to meet deadlines or to follow the process, they may jeopardize their aid or the amount of their grant for the coming year. They may also lose their preferred status to be considered ahead of new applicants for financial aid.

The financial aid renewal application, PFS, should be filed with SSS before February 1. Go to [www.sss.nais.org](http://www.sss.nais.org) to file online. If tax forms have not yet been completed, families should use estimated figures to complete the PFS. Once tax forms have been filed, official signed copies must be sent to Walker's to verify estimated figures.

## FINANCIAL AID APPEALS

Any family (whether returning or new to Walker's) who has questions about the amount of their grant may request a review of the award. The appeal must be made in writing and addressed to the School's Financial Aid Committee. Additional data may be requested from the parents in support of the appeal. The Financial Aid Committee will review all appeals and a written reply will be sent to the parents; an appeal may be denied and the award package may remain unchanged.

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*- Established 1911 -*