

Admissions

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NEW STUDENT ADMISSION

The school maintains high standards of admission. The school administration evaluates an applicant based on the student's academic and behavioral performance. New applications are processed starting mid-March of each year.

All applicants must complete and/or sign the **Registration Application**, the **Financial Responsibility Agreement** and the **Emergency/Medical Data** forms and promptly submit the packet along with the registration fee to the Administrative Office.

The registration fee is \$525 and includes the Prelacy Board of Regents' \$25 fee. The registration fee is non-refundable.

Students are admitted to Ferrahian School upon meeting the following criteria:

- Grade Point Average (GPA) - 2.0 and better
- Citizenship Grade - B and better
- Satisfactory scores in a standardized test
- Satisfactory scores in placement tests
- Receipt of completed requested forms
- Classroom space availability

After submission of the completed application packet with the registration fee to the Treasurer's Office, the applicant

- a. will be scheduled for an interview with the Principal
- b. will be evaluated by the Guidance Office and if need be will take a placement test.

All new applicants must forward the following two forms to the school they are currently attending and request that they forward student's personal records to the Administrative Office:

- Recommendation Form – Completed by an administrator
- Authorization to Obtain Student Records
 - Transcripts of records of last two years
 - Attendance records (if not on transcript)
 - Results of two most recent standardized test scores
 - California School Immunization Record. According to California State Law, Section 49086 of the Education Code, the original (blue card) must be submitted
 - Other pertinent developmental information regarding the student

RETURNING STUDENT ENROLLEMENT

Enrollment of the returning students begins in April of every year. Parents receive an application packet preprinted with biographical data. Parents are asked to update and complete the information provided and return the application to the Administrative Offices together with the applicable registration fee.

The basic registration fee is \$525, which includes the Prelacy Board of Regents' \$25 annual dues. The registration fee is non-refundable. The following fee schedule applies:

- Early registration - April - \$500
- Basic registration – May - \$525
- Late registration with penalty – June - \$550
- Late registration with additional penalty - \$575

Enrollment priority is given to returning students provided:

- The student's records do not reflect serious behavioral problems.
- The student does not have overdue tuition or other delinquent accounts.
- Balance owing from previous year is paid in full before the registration process.

The registration fee includes expenses for the following:

- General Handbook
- Yearbook
- Student accident insurance
- Earthquake supplies
- Copying charges

FINANCIAL RESPONSIBILITY AGREEMENT

Students are enrolled on full time, ten-month-basis and the entire tuition is payable in ten equal installments. Absenteeism due to sickness, truancy, suspensions, extended class trips, travel, and school closure for Christmas and Easter vacations, or for any other reasons, does not exempt parents from their tuition obligation. Tuition is due and payable on the 20th of each month.

Tuition fees may be made in cash, check, or credit card. Parents, who prefer to make payments by credit card, are required to have credit card information on file. All checks returned for not sufficient funds or credit card charges declined, will be charged a service fee of \$25.00.

Consequences of Late Payments

Past Due Status: The student's account is past due, if the monthly tuition is not paid by the 5th of the month. As a result, a statement with a past due notice is issued reminding parents of their responsibility. Credit card payment is offered as an option.

Overdue Status: The student's account is overdue, if the monthly tuition is not paid by the 20th of the month. As a result, a statement with an overdue notice is issued and accompanied by a letter stating possible delinquency and financial probation. Also, the account is referred to the School Board for collection purposes.

Delinquent Status: The student's account is delinquent, if the monthly tuition is not paid by the end of the month. As a result, the student will be immediately placed on financial probation until the balance is paid in full. During the financial probation, the school reserves the right to take any and all measures to secure the unpaid tuition. The following may apply

- require the parents to resort to credit card payment method
- bar the student from receiving financial privileges such as discounts and awards
- prohibit the student from participating in school co-curricular, extracurricular and sports activities
- refer the account to collection, and finally
- terminate the student's enrollment as follows:
 - a. Student with outstanding balance at the end of the 1st semester will not be accepted to class the next semester and his/her name will be removed from the class roster
 - b. A student with outstanding balances at the end of a school year will not be allowed to register the next academic year.

OTHER EXPENSES: Textbooks, standardized test fees, uniforms, picture and photograph costs, locker fees, field trip and sports related expenses, are the financial responsibilities of the parents. For a complete listing of expenses, please refer to the Misc. Expenses and Extracurricular Activities sections of the General Handbook.

MISCELLANEOUS EXPENSES

Payment of the following miscellaneous expenses is the responsibility of the parents. Parents must budget for expenses as follows:

Textbooks

Students have the option to purchase their textbooks from the school bookstore or from other sources. The bookstore stocks textbooks for Grades K-12 and the estimated expenses are as follow:

- | | | |
|-----------------|------|-------------|
| • Kindergarten | K | \$250-\$300 |
| • Elementary | 1-5 | \$400-\$500 |
| • Middle School | 6-8 | \$400-\$600 |
| • High School | 9-12 | \$600-\$700 |

Students without textbooks by the end of the first week of the semester will not be allowed to class.

Pictures and Photographs

The estimated cost to obtain student I.D., and graduation photographs is \$15 -\$50.

Lockers

Lockers are provided to 6th through 12th grade students at an annual fee of \$25. The Security Officer assigns the lockers and collects the fees from students.

Parking Permits

Parking permits are available for students Grades 10-12 at \$30 a year. The Security Officer issues the parking permits and collects the fees.

Lunch

A balanced lunch is served every noon. The menu consists of a main dish, rice or salad, whole fruit, juice or milk. The cost of each serving of lunch is \$3.00 and for additional 50¢, students may buy quality juice.

Note: Sodas containing caffeine and snacks high in sugar content are not sold on campus and we do not encourage students packing such items as well.

Snacks

A variety of snacks is available during morning and afternoon recesses (Encino campus only.) The snacks consist of bagels, toast and cheese, burritos, chocolate bars, ice cream, etc. The cost varies between \$1.00 and \$2.00.

Field Trips

On the average, for every grade level two field trips per year is scheduled. The student must pay all field trip expenses one week prior to the scheduled activity date. For further details, please refer to the “Extracurricular Programs.”

Elementary After School Programs

After-school daycare program for grades K-5 are held from 3:30 p.m. to 4:30 p.m. The fee is \$50 a month.

Extended daycare (4:30 p.m. to 5:30 p.m.) is available for students in grades K-5. The cost for this extended daycare program is \$50 a month.

Extracurricular Activities – Middle School and High School

For a complete list of High School extracurricular activities and related expenses, please refer to “Extracurricular Programs.”

Sports Activities

Sports-related expenses, such as participation fee, uniforms and gears necessary to participate in the school basketball/volleyball teams and the KAHAM (interscholastic Armenian games sponsored by Homenetmen) games, must be paid directly to the school Armens Sports Committee.

Fundraising Projects

Students/Parents are urged to participate in the following school-wide fundraising activities:

- Armenia Fund Telethon
- Javakhk piggy bank campaign
- Hai Tad (Armenian Cause) Telethon

Parents are also encouraged to participate in the following activities organized by various school committees:

- The School Board Annual Banquet
- The Parent Support Committee Fashion Show
- The Armens Committee Sports Awards Night
- Breakfasts and luncheons held by PSC Encino campus, PSC North Hills campus and Armens.

School Uniforms and PE Outfits

Students from Kindergarten through 12th grade must be in uniform during school session. During PE classes, students must be in PE uniform.

Uniforms and PE outfits are available for purchase from the school during:

- The first week of the academic year
- The first Wednesday of the month at Encino Campus
- The first Thursday of the month at North Hills Campus

The following is the price list of the school uniforms:

UNIFORMS					
Item	Color	Grade	Sex	Size	Price
Polo Shirts	White w/logo	K-12	Boys, Girls	All sizes	\$16.00
Polo Shirts -long sleeves	White w/logo	K-12	Boys, Girls	All sizes	\$16.00
Sweatshirt	Gray w/logo	K-12	Boys, Girls	All sizes	\$20.00
Sweat-jacket -zipper & hood	Gray w/logo	K-12	Boys, Girls	All sizes	\$25.00
Shorts	Navy	K-5	Boys	4 – 7	\$14.00
				8 - 14	\$16.00
Pants	Navy	K-12	Boys, Girls	4 – 7	\$16.00
				8 – 14	\$18.00
				16-20	\$20.00
				Men's	\$25.00
Skirts w/bikeshorts	Navy	6-12	Girls	All sizes	\$35.00
Jumpers	Plaid	K-5	Girls	All sizes	\$25.00

P.E. Outfits					
Item	Color	Grade	Sex	Size	Price
T-Shirts	Yellow w/logo & ARMENS insignia	K-12	Boys, Girls	All sizes	\$10.00
Shorts	Navy Blue w/ logo	K-12	Boys, Girls	All sizes	\$15.00
Sweat Pants	Grey w/ logo	K-5	Boys, Girls	All sizes	\$20.00

TUITION DISCOUNT

Tuition discount is provided to school/church employees and to families with two and more children. Families undergoing financial hardship may file for financial aid (please see Financial Aid section).

School/Church Employees

Employees of the school or the church are entitled to 50% tuition discount as part of their employee benefit package.

Families with Two Children

Families with two children enrolled in the same academic year are entitled to \$35/month discount for each student.

Families with Three Children

Families with three children enrolled in the same academic year are entitled to \$90/month discount for each student.

Families with Four Children

Families with four and more children enrolled in the same academic year are entitled to \$140/month discount for each student.

FINANCIAL AID

Financial Aid Eligibility Conditions

Families with an annual income of \$60,000 and less qualify to receive up to 35% tuition discount. The size of the financial aid varies and is determined on the individual needs of a family and the overall academic and behavioral status of a student.

To be considered for financial aid, the following documentation must be provided with the application form for verification purposes.

1. A \$50 Financial Aid Application processing fee.
2. Completed IRS form 4506-T authorizing IRS to release applicant's tax information to the school.
3. Copies of Income Tax returns of last two years (W-2 forms)
4. Copies of last two rent receipts or last two mortgage payments
5. Copies of last two pay or income stubs
6. Copy of Driver's License or Identification Card
7. Credit Card information to which unpaid monthly tuition payments will be charged.

Under no circumstances, financial aid will exceed 35% of the tuition fees. Families in dire need of financial help should approach charitable organizations to seek additional financial aid. Financial aid does not apply toward registration, textbook, uniform, sports, and other school expenses. Financial aid is not granted to Pre-School students.

Financial Aid Eligibility Requirements

The Financial Aid Application must be submitted to the school Administrative Office at the Encino Campus no later than June 15. Applications received after this deadline will be processed based on the availability of scholarship funds.

Additionally, applications will not be processed if:

1. The student is not yet registered
2. The student carries tuition balance from previous year
3. The student's Citizenship score is "D" or "F".

Financial Aid Termination

1. A student with a GPA of 1.0 or less in any quarter during a school year automatically disqualifies from receiving financial aid
2. A student with an "F" score in Citizenship in any quarter during a school year automatically disqualifies from receiving financial aid
3. Failure to make the monthly tuition payments on time automatically disqualifies a student from receiving financial aid.
4. Failure to maintain a valid credit card on file for tuition payment automatically disqualifies a student from receiving financial aid.

SCHOLARSHIPS

Scholarship assistance is available to qualified students. To inquire about the scholarship resources specified below, please contact the school Administrative Office.

Southern California Children's Scholarship Fund

Southern California Children's Scholarship Fund (SCCSF) provides tuition aid to children who live in the Los Angeles Unified School District and who wish to attend a private school. SCCSF is a need-based program and the grade of a student is not a criterion. The average scholarship amount is \$1300 annually. To qualify, a family's gross income should be less than \$60,000. To apply, please visit www.sccsf.org.

A.R.S. Single Mother Scholarship

The A.R.S. Anahid Chapter of the San Fernando Valley provides five \$1,000 scholarships annually to students from a single parent (mother) family with annual income less than \$40,000.

A.R.S. Armenian Children's Educational Fund

ACEF is an endowment fund disbursed annually for the educational benefit of needy Armenian children. The scholarship amount varies from \$250-\$1000. Grants are awarded on the basis of need and academic achievement. Application is open to youngsters of Armenian ancestry (either or both parents) under the age of fifteen

MOTHER KESARIA Scholarship Fund

Mother Kesaria Compatriotic Union has established a \$10,000 trust fund with Holy Martyrs Armenian Elementary & Ferrahian High School. Annually, \$500 of this fund is allocated as scholarship to a needy student preferably of Kesaria descent.

CHORK-MARZBAN Compatriotic Union Scholarship

Chork-Marzban Compatriotic Union has the tradition of awarding \$1000 scholarship annually to a needy Ferrahian student preferably of Chork-Marzban descent.

Education Association of MALATIA

The Education Council of Malatia has the tradition to support Armenian day schools in the United States. The school designates the \$1,000 contribution received to a financially needy student.

It is recommended that parents consider other sources for scholarships. Most Armenian cultural organizations and compatriotic unions provide scholarship to needy students.