



Enrollment Procedures 2024-2025

A. Application for Enrollment

Applicants must educate themselves about the Philly Free School's educational philosophy before submitting an application. We strongly recommend attendance at at least one Open House before submitting an application. Applications for enrollment, along with a \$50 application fee per applicant, may be submitted through the online application on our website or mailed to Philadelphia Free School at 4950 Springfield Ave, Philadelphia, PA, 19143. Applicants will be notified when these have been received.

B. Initial Admissions Interview

Attendance at an Open House or Virtual Q&A is required prior to scheduling the Admissions Interview. All prospective students and each parent and/or guardian must attend the Admissions Interview. The interview's purpose is to ensure that all educational decision-makers understand the Philly Free School philosophy, so applicant families may make an informed decision as to whether the Philly Free School is a good fit for their particular needs. In most cases, the interview will take place within three (3) weeks of receipt of the Application for Enrollment.

C. Trial Week

Prospective students are required to complete a trial week, which should occur within one (1) month of the Initial Admissions Interview. Trial weeks are not offered in June or September. Payment for the trial week (\$300) must be received before the trial begins. At the end of the Trial Week, either the School, the prospective student, or a parent may request a follow-up interview to discuss any remaining concerns. The follow-up interview should take place within ten (10) days of the Trial Week's conclusion. Either the School, the prospective student, or a parent may request a second Trial Week.

D. Invitation to Enroll

Upon completion of the Trial Week(s) and post Trial Week conference(s) where applicable, if it determines that an applicant might be able to benefit from and contribute to our program, the Admissions Committee may extend an Invitation to Enroll. This Invitation will usually be extended within ten (10) days of the conclusion of the Trial Week's or the Post Trial week conference, when requested. This invitation does not guarantee enrollment to the student but rather is the Admissions Committee's indication that the family is welcome to proceed with the enrollment process.

E. Finalize Enrollment

Unless the School is at its enrollment cap, the Registrar will guide the family through the remainder of the Enrollment Procedures (below). If the School is currently at its enrollment cap the applicant family may choose to a) seek to secure enrollment for fall of 2025, b) request to be put on the waitlist for 2024-2025 school year, or both. Alternatively, an applicant family may withdraw their application.

F. Applying for Tuition Assistance

The Registrar will provide instructions for applying for tuition assistance. All applications shall be evaluated by a third-party (FACTS) and the School will not participate in that analysis. If the applicant is determined eligible for tuition assistance, the School will notify the applicant family of their expected tuition. The Philly Free School is committed to making our program available to families, regardless of their ability to pay. Applicants requesting assistance are advised to complete the Financial Aid application as quickly as possible and to contact our Registrar with questions.

G. Enrollment Contract and Payment Plan

To secure their slot for the 2024-2025 school year (or remainder thereof), families must execute an Enrollment Contract and set-up a payment plan in FACTS. To defer enrollment until the fall of 2025, applicant families must submit an executed enrollment contract and a non-refundable deposit of \$1000 within four (4) weeks of the date of the request to enroll.

H. Payment

The balance of the tuition obligation must be paid, or a payment plan must be finalized with FACTS, within three (3) weeks of receiving the enrollment paperwork.

I. Siblings

a. Siblings of enrolled students

Siblings of students in good standing must adhere to the school's enrollment cap, but will be allowed to begin attending prior to other applicants in the waiting pool.

b. Sibling tuition discount

Families with two or more children from the same household, attending at the same time, are eligible for a 20% tuition discount for the second child and up to a 40% discount for the third and each subsequent child, if they do not otherwise seek or apply for financial aid.

NONDISCRIMINATION POLICY

The Philadelphia Free School maintains a commitment to admit students of any race, sex, gender, sexual orientation, color, religion, national or ethnic origin, and all students shall be entitled to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, sex, gender, age, color, sexual orientation, religion, disability, national or ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic or other school administered programs, though it may consider these factors in making its admission decisions in order to maintain the diversity of the student population.