



**Our Saviour Lutheran School**

1744 Williamsbridge Road

Bronx, New York 10461 ✆ (718) 792-5665

**Greetings, High School Applicants and Families,**

We are pleased that you have shown an interest in Our Saviour Lutheran School (OSL). *Our Saviour Lutheran School is an educational community that inspires academic success, cultivates holistic growth, and instills faithful Christian character in a caring, thoughtful, and engaging learning environment.* We believe parents, students, faculty and staff work together to make this possible. Thank you for taking the first step!

For admissions consideration for your child, the following forms must be completed and submitted:

- 1) OSL Application
- 2) Records Release Form
- 3) IEP Documentation of Services Needed
- 4) \$30 Non-refundable Application Fee

After an accepted admissions decision, you will need to complete and submit the following remaining forms:

- 5) Parental Consent & Photo Publicity Release Form
- 6) FACTS Tuition Payment Account Setup
- 7) Transportation Form
- 8) Student Information & Emergency Contact Form
- 9) Medical Form/Immunization Records
- 10) OSL School Agreement Form

There are additional informational materials included in this packet for your review. By New York law, we cannot permit your child to begin school without a complete up-to-date immunization record/medical form. All students are expected to have their full uniform in order to begin school. All tuition payment accounts are required to be set up and in use in advance of the first day of school.

We recognize that providing your children with a nurturing, Christ-centered education takes time, commitment, and flexibility. We appreciate and honor your role in the educational experience and look forward to having you as part of our school family.

**Peace and blessings,**

**Dr. Janine Bolling**

**Executive Director**

**Our Saviour Lutheran School - The Bronx**

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## ABOUT US

### Educational Experience

As an accredited institution of New York State, we follow all required guidelines in preparation for graduation from High School. This includes Regents Exams and college preparation. Our students leave OSL with the tools they need to positively impact their colleges, families, and communities.

### Spiritual Life

Our Saviour Lutheran follows a rich tradition of theological instruction from a Christian perspective. Students have daily Theology classes and participate in weekly chapel services. Students also have the opportunity to participate in Christian fellowship activities and are encouraged to engage in service.

### Extra Curriculars

Students have the opportunity to participate in a variety of activities over the school year including athletic teams, local and/or international field trips, and various clubs.

### Uniform

Students are expected to arrive at school daily fully dressed according to uniform guidelines.

### Tuition and Fees 2024-25

Families have the option of paying tuition and fees in a variety of different payment plans. Financial assistance is available for those who apply and demonstrate need.

**Grades 8-12 Maximum Tuition & Fees: \$13,800**

### Scholarships Available:

*There are a significant number of scholarships available to students who complete scholarship applications and keep up with listed expectations.*

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Date of Application: \_\_\_\_\_

Online Application Link [Here](#)

For Office Use Only

App. Fee Received \_\_\_\_\_  
 Interview Date \_\_\_\_\_

Accepted/Declined  
 Deposit Received: \_\_\_\_\_

Health \_\_\_\_\_  
 Trans. \_\_\_\_\_

**Personal Information**

Student's Full Name \_\_\_\_\_ Applied Previously? Y/N \_\_\_\_\_

Date of Birth \_\_\_\_\_ (MMDDYYYY) Entering Grade (circle one) 8 9 10 11 12

Sex of Student \_\_\_\_\_ Male \_\_\_\_\_ Female

Permanent Home Address \_\_\_\_\_

Student's Phone Number \_\_\_\_\_

Parent/Legal Guardian Full Name \*add all responsible adults involved, please\*

1) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address \_\_\_\_\_

2) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address \_\_\_\_\_

3) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address \_\_\_\_\_

Parent/Legal Guardian(s) Employer \_\_\_\_\_

Parent/Legal Guardian(s) Contact Number \_\_\_\_\_

Parent/Legal Guardian(s) Email Address \_\_\_\_\_

Student Resides With: \_\_Mother & Father \_\_Mother \_\_Father \_\_Grandparent(s) \_\_Other (specify)

Name of Student's Current School \_\_\_\_\_ Years attended \_\_\_\_\_

Phone Number of Current School \_\_\_\_\_

Name of Previous High School \_\_\_\_\_ Years attended \_\_\_\_\_

Phone Number of Previous School \_\_\_\_\_

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**Tell Us More About Your Student**

*Please provide detailed answers for the following questions so we can best accommodate your family's needs and desires.*

Why do you wish to enroll your child in Our Saviour Lutheran?

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What are your child's academic strengths?

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What are your child's academic weaknesses?

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What are your child's extracurricular interests? (athletic/artistic/musical/other)

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Does your child have a learning disability or special needs? If yes, please explain. \*You will be required to submit a copy of your child's IEP (or 504) along with your application.

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At Our Saviour Lutheran School, your child will have religious courses and weekly Christian chapel services. While we do not force students into a belief system, we do expect respectful participation in this part of the life of our school. How do you feel about this?

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How did you hear about Our Saviour Lutheran School?

Current Parent     I know an Alumni     Saw Advertisement     Walk-In/Word of Mouth

Does your family currently attend church/religious services? If yes, please state where

Church Name/Leader's Name \_\_\_\_\_

A non-refundable application fee of \$30 is due with your application in order for it to be processed. Checks should be made payable to "Our Saviour Lutheran" How will you be paying your application fee?

Check     Money Order     Cash

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## Records Release

Dear Parents/Guardians:

In order for us to gain a better understanding of your child's record of achievement and potential, we need your permission to request records from your child's current school. Please complete the information below, which will authorize the release of all your child's records to Our Saviour Lutheran. After you complete this form, return it along with our completed Admissions Application and the \$30 application fee to our school office.

Thank you!

### ***Current School and Address (Please print)***

School Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Dear Principal or Head of School,

As a parent/guardian of \_\_\_\_\_ currently in grade \_\_\_\_\_, I authorize you to release all appropriate information concerning his/her academic, personal and medical records to Our Saviour Lutheran School. I understand this information will be used in connection to Our Saviour Lutheran and will be held in strict confidence.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian Printed Name \_\_\_\_\_

### **Please send all records to:**

#### **Principal**

Our Saviour Lutheran School  
1734 Williamsbridge Road  
Bronx, NY 10461

Or FAX to: (718) 409-3877

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## Parental Consent & Photo Publicity Release Form

### ***Co-Curricular Athletics***

I hereby give my consent for my child to fully participate in the after school sports activities sponsored and supervised by Our Saviour Lutheran School. I also give consent for my child to accompany the team(s) to its out of town games and will not hold the school responsible for the welfare of my child if he or she is injured in the course of the school sports activities.

### ***Co-Curricular Clubs and Activities***

I hereby give my consent for my child to fully participate in the after school clubs and activities sponsored and supervised by Our Saviour Lutheran School. I will not hold the school responsible for any injury that my child may sustain as a result of their participation in school sponsored after school clubs and activities.

### ***NYSTL Loaned Textbooks***

I give my consent for my child to participate in and receive books under the New York State Textbook Loan Law and under the regulations of Our Saviour Lutheran School.

### **Photo Publicity Release**

In consideration of the gifts of others, I hereby grant permission for any photographs or publicity involving my child while a student at Our Saviour Lutheran School to be used in connection with publicity or public relation of Our Saviour Lutheran School.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mothers's Signature \_\_\_\_\_ Date \_\_\_\_\_

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_

Other Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

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## **FACTS Tuition Payment Account Setup**

Here at Our Saviour, your student must be enrolled in the FACTS Tuition Management System (if you are not yet enrolled in FACTS, please visit <https://online.factsmgt.com/signin/3CZBL>). All financial information within the FACTS system must be updated FOR ALL STUDENTS in order to complete enrollment for the 2022-2023 academic year.

If your family is in need of financial assistance, you must apply for grant & aid in this upcoming year through the FACTS system. Grant & aid requests outside of the FACTS system will not be considered, nor eligible for acceptance.

If you have additional questions, please contact our Operations Manager, Mrs. Nyema Hudson ([nhudson@oursaviourbronx.org](mailto:nhudson@oursaviourbronx.org)).

We look forward to having your students with us as we enter this new year, trusting together in the love & hope of Jesus.

## **Medical Form/Immunization Records (see attached to be completed by a doctor)**

<https://www.schools.nyc.gov/docs/default-source/default-document-library/ch205-child-adolescent-health-examination-form-english>

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**Transportation Form: Metrocard Request**

Date \_\_\_\_\_

Student's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Gender      \_\_\_M                      \_\_\_F

Address: Please include city and zip code

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Printed Name \_\_\_\_\_

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### Student Information & Emergency Contact Form

Student Name \_\_\_\_\_ Date of Birth (MMDDYYYY) \_\_\_\_\_

Home Address \_\_\_\_\_

Gender \_\_\_\_\_ Student Cell Phone \_\_\_\_\_

Student Lives With: (circle) Mother Father Both Other: \_\_\_\_\_

Father's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Mother's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Alt. Phone \_\_\_\_\_

### EMERGENCY MEDICAL INFORMATION

*In the case of an accident or serious illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to call the physician below and to follow his/her instructions. If the physician or a parent or legal guardian is not available by phone, I authorize the school to take the necessary steps for medical treatment.*

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

May Tylenol or Ibuprofen be given to your child by the school? Yes No

### Emergency Contacts

Child's Physician \_\_\_\_\_ Phone \_\_\_\_\_

Contact Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Phone \_\_\_\_\_

Contact Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Phone \_\_\_\_\_

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## OSL School Agreement Form

In affixing our signatures below, we as parent(s) or guardians and third party payers agree to be bound by the following regulations, as well as all policies of the school as set forth in the school handbook/manual each year.

1. The student is enrolled and all tuition and fees are due for the entire year and each succeeding year thereafter until a letter of withdrawal is received.
2. The school reserves the right to dismiss any student or parent/guardian for any reason that they deem negatively impacts the purpose and mission of the school. This includes but is not limited to: failure to meet financial obligations in a timely fashion as specified elsewhere in this agreement; failure to comply with school policies and regulations; for failure to meet minimum academic standards as established by the school; for failure to give true and accurate information at all times to the school.
3. In the event that the student is dismissed from the school, tuition will be terminated at the end of the month in which the student leaves the school. Fees for the year must be completely paid and will not be refunded.
4. Tuition will be paid according to the following policy and will be charged for each full or partial month in which the student is enrolled:
  - a. Tuition and all fees will be paid using the FACTS monthly electronic payment system or paid in full prior to the first day of school for each year of attendance at Our Saviour Lutheran School. All tuition and fees will be paid according to the chosen payment date(s) in FACTS with an active credit/debit card or ACH. Parents/Guardians must apply for re-enrollment annually and pay the re-enrollment fee. Your enrollment in FACTS will be automatic upon re-enrollment acceptance.
  - b. Students will be allowed in classes at the beginning of the school year only after account balances are paid in full up to that date. If extenuating circumstances arise, which prevent payment setup or full payment prior to the first day of classes, special consideration may be authorized only by the Business Office upon receipt of a written request.
  - c. Payments (other than those that are non-refundable), are refundable upon written request on a pro-rata basis based upon whole months of enrollment (part of a month counts as a whole month). **In the event of student's withdrawal from the school by the parent/guardian, an official letter must be sent thirty (30) days in advance of the withdrawal date. The student is re-enrolled until this letter is received from the parent/guardian providing the exact withdrawal date.** All fees must be paid and are non-refundable. **Tuition will be charged for each full or partial month in which the student is re-enrolled and one month's additional tuition will be charged to all students withdrawing without a month's written notice.** No refunds will be given for withdrawals or written requests that occur after March 1 of the current school year.
  - d. Full monthly tuition payments will be received by chosen payment date(s) in FACTS. A \$30 late fee will be assessed against each past due tuition charge that incurs due to failure of payment or return of payment. Special consideration may be authorized only by the Business Office of the school upon receipt of a written request.
  - e. Any unpaid balance that remains after two months of missed payment date(s) in FACTS will result in the child not being allowed to continue in class.
  - f. If any account is in arrears, report cards, transcripts, and diplomas will be held until all money owed is completely paid. The right to take midterm, final, or regents exams may be withheld from any high school student whose account is not up to date.
  - g. All payments are applied to the oldest invoice or service charges first.

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- h. A delinquent account will be submitted to our collection agency (Eton Associates Inc.). Once submitted all arrangements for payment must be resolved with the agency and any fees charged for collection (40%) will be billed and paid by those signing this document. Payments made to Our Saviour Lutheran School will be applied to current billings.
- i. Any check or payment that is returned for any reason must be immediately replaced in cash and is subject to a handling fee and penalty of at least \$50.
- j. Monies paid by check are subject to a fourteen day waiting period before the account is cleared.
- k. Payments are deposited on the first business day received.
- l. The Our Saviour Lutheran School Health Form must be completed and submitted BEFORE a student may begin classes. Medical examinations are required for all students each year.
- m. The lost or damaged book fee is \$60 per book.
- n. If further information about this agreement is desired, the signers may contact the Business Office during regular hours.

Please print ALL request information:

Entering Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Brother/Sister in OSL \_\_\_\_\_ FACTS Account # \_\_\_\_\_

Mail Bills To \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Mother's Name \_\_\_\_\_ Mother's Social Security # \_\_\_\_\_

Signature X \_\_\_\_\_ Date \_\_\_\_\_

Father's Name \_\_\_\_\_ Father's Social Security # \_\_\_\_\_

Signature X \_\_\_\_\_ Date \_\_\_\_\_

**Third Party Payer: If someone other than a parent is assuming partial or full responsibility for the student's tuition and fees, he/she must sign and complete the information below.**

Printed Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Signature X \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Enrollment is not complete until all information is provided\*\***

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## Scaled Tuition Range – 2024-2025

At OSL, we are committed to making high-quality education accessible to families in the Bronx, the boroughs of NYC, and beyond. We recognize affordability is an important consideration for many families, which is why we offer scaled tuition. Our scaled tuition model is a means of helping as many families as possible afford excellent education for their children. We know this is often the greatest priority, and FACTS, our school’s tuition management system, provides a clear, impartial, and transparent process for determining every student’s financial eligibility.

Scaled tuition is a range that spans from approximately 25-75% of the full cost of education at OSL. No family at OSL pays the true cost of tuition, which we hope to continue allowing thanks to the generosity of our annual donors and our City To Come scholarship fund. As you consider OSL, we welcome your questions about scaled tuition, payment plans, or whatever else comes to mind. Our staff (718.792.5665) is here to help you work through the enrollment process, which will allow you to qualify for grants, scholarships, and financial aid.

Families will either pay the top end of the scaled tuition range or may receive a discount within the range below, if they have demonstrated financial need. After grants, scholarships, and financial aid are accounted for, our families at OSL can expect the following financial commitment:

### Grades 8-12

Full Cost of Tuition ( <i>Cost to School</i> ) -----	<del>\$18,500***</del>
Scaled Tuition Range ( <i>Cost to Families</i> ) -----	\$4,500 ~ \$13,800*

( \*\*\* This represents the cost incurred by OSL for every student that attends.)

( \* This is the maximum cost of tuition for families who do not qualify or choose not to apply for scaled tuition.)



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