

Miss Porter's School Summer Programs

www.porters.org/summerprograms

Application Instructions for the Daoyun Chinese Program and the Sarah Porter Leadership Institute Levels 1 & 2

Please read the instructions carefully. You may retain this sheet and use it as a checklist to ensure that all required forms have been completed and mailed in before applicable deadlines.

- 1. To apply for the Daoyun Chinese Program or the Sarah Porter Leadership Institute Levels 1 & 2, complete the application form and required material listed below and return it to Porter's Summer Programs. Please ensure that the information on the application is complete.
- 2. A \$35 nonrefundable application fee must be included with your application. Your check or money order (please do not send cash) should be made payable to Miss Porter's School with "Summer Programs" noted in the memo section of your check. The \$35 application fee covers your application to one or more programs.
- 3. Three recommendation forms are included in this folder. Please follow the instructions at the top of each recommendation form.
 - a. **All applicants must ask their guidance counselor, principal, head of school or other school administrator to complete the School Recommendation.**
 - b. *Applicants to the Daoyun Chinese Program* must ask an English, language or writing teacher to write a **Teacher Recommendation** on their behalf.
 - c. *Applicants to the Sarah Porter Leadership Institute* must ask a humanities teacher (English, history or social studies) to write a **Teacher Recommendation** on their behalf.
- 4. Your most recent school transcript or report card, which should include any relevant standardized test results, must be sent to the Summer Programs Office.
- 5. A copy of a recently graded written paper.
- 6. Porter's Summer Programs offers a rolling admission policy. Admission decisions for applicants not requesting financial aid will be made as soon as all required forms and fees are submitted. Once a student is admitted, an acceptance letter will be mailed with an enrollment agreement to be completed and returned with your nonrefundable tuition deposit for each program. **The remainder of tuition for all Summer Programs is due by June 1, 2009.** Payment must be made by check.

Note that there are a limited number of spaces in each program; we encourage you to apply as early as possible.
- 7. Limited financial aid is available for families who demonstrate financial need. Applicants who wish to apply for financial aid should indicate this on their application. Financial aid instructions and forms are available on our website. Financial aid requests will be reviewed when a student's application folder is complete and the financial aid application with **all necessary tax forms** have been submitted. Financial Aid applications are due by March 15, 2009. Financial Aid decisions are need-based and will be distributed until funds are exhausted.