

St. Albans School of Public Service

How to Become a Member of the School of Public Service Class of 2006 June 18 – July 15, 2006

The School of Public Service (SPS) is committed to assembling a motivated, dynamic, and engaged group of students to participate in an academically rigorous and challenging month in Washington, DC. To be considered for admission, a student must make sure ALL of the following criteria are met and that all application materials are **received by the SPS Office of Admissions by May 1, 2006**. Materials received after May 1 will be reviewed on a space-available basis. *A \$25 Application Fee will be waived for students who submit completed applications before April 1.*

Successful applicants should:

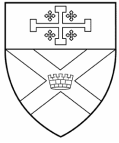
- Be in their junior year of high school at the time of application (a rising senior at the time of participation);
- Demonstrate a high level of academic achievement;
- Demonstrate a passion for public policy issues;
- Demonstrate a commitment to school involvement or community service through participation in extra-curricular activities;
- Forward the following documents to the SPS Office of Admissions:
 - A typed or printed (blue or black ink) application form that has been signed by the applicant and parent or guardian, **AND** the principal, headmaster, or other appropriate official of the applicant's school;
 - An official transcript from the applicant's school. Scores from the first semester of junior year should be included. This should be officially sealed and sent to SPS as part of the application packet, or it may be sent to SPS separately by the applicant's school;
 - TWO** letters of recommendation in sealed envelopes;
 - A typed, written response to the essay question;
 - A single-page cover letter telling our admissions officers why you are interested in SPS;
 - Financial Aid materials, if applicable, sent under separate cover with all supporting documents. Materials include most recent 1040 federal income and W2 and/or 1099 forms from both parents;
 - \$25 Application Fee. Checks made payable to School of Public Service. *Application Fee waived for students who send in completed applications before April 1.*

All materials should have the name of the applicant written in the upper right-hand corner. Completed application packets should be mailed to:

*Director of Admissions
School of Public Service
St. Albans School
Mount St. Alban
Washington, DC 20016-5095*

Tuition and Fees:

*Tuition: \$4,800 (does not include travel expenses)
Enrollment Deposit: \$1,000 (\$100 if you are awaiting a Financial Aid decision)
Application Fee: \$25 (waived for completed applications postmarked by April 1)*



St. Albans School of Public Service

2006 Enrollment Application

June 19-July 16, 2006

1. Student Information

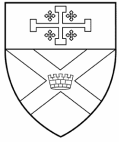
Name:	First	Middle	Last	M/F
				Sex
Address:	Street			
	City	State	Postal Code	Country
	Phone		E-mail	
	Social Security #	If not a US citizen, passport # and country where issued		Date of Birth

2. Parent/Guardian Information

Address:	Father's First Name	Father's Last Name	Employer (if applicable)		
	Mother's First Name	Mother's Last Name	Employer (if applicable)		
	Street				
	City	State	Postal Code	Country	
	Home Phone		Work Phone	Parent Email	
	Additional Emergency Contact (Other parent, relative, friend)		Phone	Relationship	

3. Scholastic Information

Address:	High School name	Phone	Graduation Year									
	Street											
	City	State	Postal Code	Country								
<u>Academic History</u>												
<i>(Some students have not taken all of these tests, please fill in information that is applicable)</i>												
G.P.A.		on a	SAT		PSAT		ACT		AP Scores			
	scale of			Writing				Verbal			Math	
										Subject	Score	
<i>I certify that the above information is complete and accurate</i>												
Name of Principal or Headmaster										Signature		Date



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4. Extra-curricular Activities and Community Involvement

Please list the top two awards or achievements of which you are most proud.

1. _____

2. _____

Please list the top three school activities or organizations in which you are most engaged.

1. _____

2. _____

3. _____

Please list any non-school related activities or organizations in which you are involved.

1. _____

2. _____

3. _____

5. Written Response

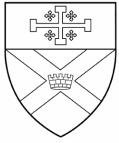
On a separate sheet, in a typed essay not to exceed 500 words, please respond to the question below. Make sure your name appears in the upper right hand corner of your essay and attach it to your signed application.

Choose a single individual who has inspired you to become more public minded. Exactly how has this person had an impact upon the way you think about public service or public policy?

6. Recommendations

Please discuss this program with a government or history teacher at your school. Give the attached forms to both a teacher and your headmaster/principal. They should be completed, sealed with a signature across the seal, and returned to you. You will include both recommendations with your application, which you will send directly to SPS. In order to be considered for the summer program, you must obtain a recommendation from both:

1. A teacher of government, history, or social studies
2. Your headmaster or principal



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2006 Enrollment Application

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Terms of Participation

By signing the program registration form in this brochure, the program participant, parent, and principal agree to the following terms:

It is understood that the School of Public Service cannot be held responsible for an “act of God” or unforeseen incident that might occur on the part of any commercial carrier from the time the student leaves home until the student returns home. SPS shall not be liable or responsible for any injury, loss, damage, or delay resulting from any act or neglect of any person or company whose services are retained by SPS for the benefit of program participants, including, but not limited to restaurants, tour agencies, or transportation or travel companies. Furthermore, SPS cannot be held responsible for any act, error, or omission on the part of any program participant or participants.

Additional expenses, if incurred under any of these circumstances, must be borne by the program participant. It is understood that SPS or any members of its board or staff cannot be held responsible for any decision made in response to any problem encountered with a student. Any student possessing or using drugs or alcohol, violating curfew, leaving the activities of the program, entering the room of a member of the opposite sex, inviting a member of the

opposite sex into his/her room or behaving in any manner inconsistent with SPS standards or local, state or federal statutes will be immediately dismissed from the program. SPS follows a zero tolerance policy; there are no second chances. If a student is dismissed from the program for disciplinary reasons or upon the advice of the SPS medical authority, the student or the student’s family will assume all financial responsibility for returning the student home. No tuition refund will be made.

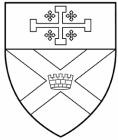
For the health and safety of every participating student, SPS reserves the right during the entire program to conduct room inspections to ensure student compliance with the stated rules and regulations.

SPS reserves the right to use in any or all publications, promotional materials and publicity basic student information (e.g. name, school, hometown) and further reserves the right to use in all publications, promotional materials and publicity any photograph, audiotape, videotape or film in which the student may appear. SPS reserves the right to share its mailing list with fellow students, carefully selected colleges, universities and other entities or organizations which may be of interest to the student.

Authorization

Each of the undersigned has carefully read the accompanying program brochure, including the Terms of Participation statement and Student Life Policies, and with full understanding of the terms, consents to the participation of the undersigned student in accordance with the standards, rules, and regulations of the St. Albans School of Public Service.

x _____ Signature of Parent or Guardian	_____ Date
While attending the program, if a student needs any type of medical treatment, the parent’s signature above constitutes necessary permission for such treatment and responsibility of the parent or guardian for any and all expenses associated therewith.	
x _____ Signature of Student	_____ Date



St. Albans School of Public Service Recommendation Form

Applicant Information

Name:	_____			
	First	Middle	Last	Sex
Address:	_____			
	Street			

	City	State	Postal Code	Country
School:	_____			
	Official Name			
Address:	_____			
	Street			

	City	State	Postal Code	Country

To the applicant:

Fill out the above information and give one copy of this form to your teacher, and the other copy to your headmaster/principal. Give each of them an envelope, on which you have written:

School of Public Service
Teacher/Principal Recommendation

To the teacher or principal:

SPS is an intensive, four-week summer residential program open to young women and men who are entering their senior year of high school. The program combines rigorous academics with opportunities to experience personally the challenges of making public policy decisions using the case method of teaching. SPS totally immerses its students in the world of public policy and government to help them understand how to be effective and involved citizens in a democratic society.

Whenever possible, please offer examples that illustrate your statements and any additional information you feel is relevant. Attach additional pages if necessary. Place this form in the provided envelope, seal the envelope, and sign your name over the seal. Return the completed materials to the student to be included with his or her application.

Please briefly describe the course(s) in which you have taught the applicant

Course name and description	Grade received

1. Is the applicant likely to thrive and be fulfilled at the School of Public Service?

2. How do you rate the applicant in the following categories?

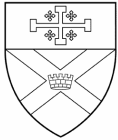
	Excellent	Good	Fair	Poor	Comments
Writing Ability					
Effort					
Maturity					
Integrity					
Leadership Potential					
Analytical Ability					
Intellectual Curiosity					
Readiness for College level work					
Peer Interaction					

3. What do you think are the applicant's strengths? In what areas might the applicant improve?

4. How will the applicant contribute to the School of Public Service?

5. SPS uses complex, and sometimes lengthy, case studies. Please comment on the applicant's willingness and level of enthusiasm for reading.

I certify that the information contained herein is true and that I am a teacher, headmaster or qualified representative of the aforementioned high school or secondary school.	
x _____ Signature	_____ Date
_____ Name (Printed)	



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Address:	Street			
	City	State	Postal Code	Country
School:	Official Name			
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Course name and description	Grade received

1. Is the applicant likely to thrive and be fulfilled at the School of Public Service?

2. How do you rate the applicant in the following categories?

	Excellent	Good	Fair	Poor	Comments
Writing Ability					
Effort					
Maturity					
Integrity					
Leadership Potential					
Analytical Ability					
Intellectual Curiosity					
Readiness for College level work					
Peer Interaction					

3. What do you think are the applicant's strengths? In what areas might the applicant improve?

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x _____ Signature	_____ Date
_____ Name (Printed)	