



Pennsylvania Association of Independent Schools Membership Application

1. Name of School:
2. Name and Title of Head of School:
3. School Address:
4. Telephone:
Fax:
Web Site Address:
5. The school currently operates under accreditation from Middle States Association of Colleges and Schools
 The school currently operates under PA Department of Education Board of Private Academic Schools licensing
 The school community is registered and currently operates under other authority.
Explain and provide legal documentation.
6. Applying for membership **and** accreditation: Yes No

Once accepted into PAIS membership, schools **applying for accreditation** are considered provisional members for three (3) years as they complete the self-study and on site visit process. During the three-year period schools pay annual dues, but do not pay the annual accreditation fee.

7. NAMES and ADDRESSES of (3) Heads of School, preferably current members of PAIS, to whom we can contact for reference concerning the school. Please provide name, address, telephone number and relationship to school (if any).

a) Name _____ Title _____
Address _____
Telephone _____
Relationship _____

b) Name _____ Title _____
Address _____
Telephone _____
Relationship _____

c) Name _____ Title _____
Address _____
Telephone _____
Relationship _____

8. BANKING and other financial references for the school:

Bank Name: _____ Account #: _____
Name on Account: _____ Telephone: _____

9. **ENCLOSE** the following with the application:

- a. Non refundable application fee. Check payable to PAIS for \$250.00
- b. Completed copy of PAIS School Information Form (*Membership Application page 3*)
- c. Evidence of the school's incorporation as a non-profit, tax-exempt institution in accordance with Section 501(c)(3) of the Internal Revenue Code
- d. Copy of School's Bylaws
- e. Copy of most recent certified independent opinion audit
- f. Copy of most recent state license, registration, or most recent Middle States Association of Colleges and Schools' Report of the Visiting Committee.
- g. Copy of school catalogue, brochure and/or publicity materials, which include the school's mission and philosophy and its admissions non-discriminatory policy
- h. A statement, unless covered elsewhere in material, that the school's hiring policies are non-discriminatory in accordance with state and federal laws
- i. Brief description of the school's physical facility, unless this information is included in catalogue or brochure

Additional required materials for schools applying for PAIS membership *and* accreditation:

- j. A list of names of all professional staff members, including position in school, degrees, and years of teaching experience
- k. Copy of Certificate of Occupancy for each school building

N.B. Once a school is accepted into PAIS membership and is applying for accreditation, it pays an additional non-refundable \$750.00 accreditation service fee.

[Name of School] _____ and its administrative body agree to abide by the conditions of membership and decisions set forth for PAIS member schools by the Pennsylvania Association of Independent Schools Board of Directors.

SIGNED: _____ DATE: _____
(Head of School)

SIGNED: _____ DATE: _____
(Board Chair)

RETURN COMPLETED APPLICATION FORM AND ACCOMPANYING MATERIALS TO:

Pennsylvania Association of Independent Schools
37 E. Germantown Pike, Suite 302
Plymouth Meeting, PA 19462-150

