

INSTRUCTIONS TO COMPLETE

ERB INDEPENDENT SCHOOLS ENTRANCE EXAM (ISEE) TESTING FEE REDUCTION PROGRAM APPLICATION

In conjunction with the Independent Schools Admissions Association of Greater New York (ISAAGNY) and the Ben D. Wood Grant Program, the Educational Records Bureau (ERB) administers the Independent Schools Entrance Exam (ISEE) for students who are applying to ISAAGNY Member Schools for Grades 5 through 12.

Upon registering your child for the ISEE, you will find information regarding the fee associated with this test. Families whose income totals \$45,000 or less are eligible to apply for an ISEE Testing Fee Reduction until December 1st of the application year. Interested families should follow the instructions below:

Steps to complete the ISEE Testing Fee Reduction Program Application:

1. From the ISAAGNY website (www.isaagny.org), print the Testing Fee Reduction Program Application – Independent Schools Entrance Exam (ISEE)
2. Fill in the blank fields and sign the application
3. Make a copy of the completed application for your records
4. Mail your original completed application, along with the **first page of your most recent tax return and a \$25 check or money order payable to ERB** to:

Sheila Karr
St. Bernard's School
4 East 98th Street
New York, NY 10029

5. You will receive e-mail from ISAAGNY regarding a decision of your application. If you do not have an e-mail address, information will be mailed to the address you provided. ERB will also receive notification of ISAAGNY'S decision.
6. You may NOT schedule your child's ISEE test until you have received an e-mail from ISAAGNY that your application for an ISEE Testing Fee Reduction has been approved. At that time, please contact ERB at (212) 672-9800.
7. **Please note:** In order to both secure a timely test date and to ensure that your test results are sent to the Member Schools to which your child is applying, ISEE Testing Fee Reduction applications must be submitted by December 1st of the application year.