



# UNIVERSAL SCHOOL

Admission Packet

2025-2026

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# Mission Statement

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The Universal School espouses the ideal of academic and spiritual excellence. Our curriculum is designed to educate the whole student by addressing development of the moral, physical, spiritual and social qualities of each student. The school strives to instill in our students the commitment to their being lifelong learners who learn, love and live their spiritual and academic experience in every aspect of their lives as community leaders, collaborators, educators, and ambassadors of knowledge. Our students are being prepared to be able to share and model values of the Prophetic vision as a way to become visionaries themselves.

# Admissions Checklist for **CURRENT Students**

## Step 1: Gather ALL 5 Required Documents

- Copy of Birth Certificate
- Proof of Residency (current utility bill or lease; no cell phone bills)
  
- Report Card/Transcript

**All current families must upload transcripts dated before 2024, unless their child attended Universal during or before the 2023-2024 academic year.**

- Copy of NYS Health Physical
- Current Immunization Records

## Step 2: Gradelink

Complete Gradelink Registration

Website: [Gradelink.com](http://Gradelink.com)

School ID: 2013

## Step 3: Email Admissions

Email [admissions@myuniversalschool.org](mailto:admissions@myuniversalschool.org) with:

- Confirmation of completing and uploading all **5 required** documents on Gradelink
- Attached copy of the ACH form (**do not bring** ACH form to the school)

## Step 4: Available Spot

A seat is secured only after:

- Uploading **all** required documents on Gradelink
- Submitting the ACH form
- Paying the registration fees

The registration office will contact you once completed.

All required forms are available in the application packet and online at [www.myuniversalschool.org](http://www.myuniversalschool.org).  
Please email completed forms and any questions to [admissions@myuniversalschool.org](mailto:admissions@myuniversalschool.org).

# Admissions Checklist for **NEW Students**

## **Step 1: Gather ALL Required Documents**

- Copy of birth certificate
- Proof of residency (current utility bill or lease; no cell phone bills)
- Report Card/Transcript: Required for all grades since 2nd grade (Exempt for students below 2nd grade).
- Copy of NYS health physical
- Current immunization records

## **Step 2: Gradelink**

Complete Gradelink Registration  
Website: [Gradelink.com](http://Gradelink.com)  
School ID: 2013

## **Step 3: Email Admissions**

Email [admissions@myuniversalschool.org](mailto:admissions@myuniversalschool.org) with:

- Child's full name and grade
- Confirmation of completing and uploading all **5 required** documents on Gradelink
- Attached copy of the ACH form (do not bring ACH form to the school)

## **Step 4: Available Spot**

A seat is secured only after:

- Uploading **all** required documents on Gradelink
- Submitting the ACH form
- Paying the registration fees

The registration office will contact you once completed.

## **Step 4: Testing**

Testing is required after admission process for:

- Previously homeschooled students
- Students in 2nd grade and above who have not completed state testing

The admissions office will contact you to schedule the test.

**Please note tours are by appointment only and begin in April.**

Please email [admissions@myuniversalschool.org](mailto:admissions@myuniversalschool.org) to schedule.

**Walk-ins will be turned away at the door  
as they disrupt school operations and staff workflow.**

# TUITION

2025-2026

PROGRAM	ANNUALLY	11 MONTHLY Installments
Pre-K	<b>\$7,490</b>	\$680.91/month
K - 8th Grade	<b>\$6,779</b>	\$616.27/month
9th - 12th Grade	<b>\$8,500</b>	\$772.73/month

Note: After-school care, field trips, uniforms, and related expenses are not included.

## Additional Fees

REGISTRATION AND STUDENT FEES	RETURNING STUDENTS Fee changes based on number of students enrolled	NEW STUDENTS Fee changes based on number of students enrolled
Registration and Application Fee	1 student = \$250 2 students = \$375 3 students = \$475	1 student = \$400 2 students = \$675 3 students = \$925
Student Fee	\$250 / Family	\$250 / Family
Hifz Program (Optional)	\$800 / Student	

Note: Hifz is an optional program offered outside of regular school hours for interested students.

# Discounts

DISCOUNT TYPE	RETURNING STUDENTS
Early Pay	5% off full tuition if paid in full by June 30th each year.
Sibling Discount	Applies if siblings live in the same household and are on the same tax return.
<b>Per-Student Discount:</b> Applied ONCE for the full year, this is not a monthly reduction.	2 Students: \$200 off 3 Students: \$300 off 4 Students: \$400 off 5+ Students: \$800 off

POLICY	DETAILS
<b>Availability</b>	Financial Aid forms open in <b>February</b> for the next school year.
<b>Funding</b>	Limited Zakah funds from generous donors. Once funds are depleted, no further aid is available.
<b>Eligibility</b>	Only <b>completed applications</b> with proof of income are considered.
<b>Bison Fund Denial Proof</b>	Families must apply to Bison first and provide proof of denial before seeking aid from Universal School.
<b>Bison Fund Awardees</b>	Students who receive <b>Bison Fund</b> awards are <b>not</b> eligible for additional Universal School Financial Aid.
<b>Bison Fund</b>	The Bison Fund, available through the City of Buffalo, can award up to \$2,100 based on income eligibility.

# Tuition Terms

POLICY	DETAILS
Registration Fees	Due at application submission and are <b>non-refundable</b> .
Hifz Program Fee	Due by the 1st of each month alongside monthly tuition payments.
Payment Deadlines	If using Plan 1 and tuition is not paid in full by June 30th, the 5% discount will not apply.
Returned Checks / Insufficient Funds	A \$40 fee applies for returned checks or automatic withdrawals due to insufficient funds.
Records & Transcripts	Will not be released until all tuition obligations are satisfied. Delinquent accounts may result in student suspension.
Payment Allocation	Payments are applied first to any overdue amounts before current charges.
Default on Payments	In cases of consistent non-payment, the school may require ACH or full payment in advance for subsequent years.







**BISON**  
CHILDREN'S SCHOLARSHIP FUND

## HOW IT WORKS

BISON's K-8 scholarships utilize a lottery system based on complete pre-application forms, with a deadline of March 31st each year. New families can click 'Apply Now' to enter the lottery, and post-deadline applications are waitlisted. Our program follows students from their entry until 8th grade, as long as they remain enrolled and financially eligible.

Currently, the maximum award per student for K-8 Scholarships is \$3,000. A required minimum family contribution of \$500 ensures families share BISON's commitment to private education. Our high school scholarships are exclusively awarded to current BISON 8th graders through a lottery drawing. Our high school awards are capped at \$4,500 per student. With BISON's expansion to high school, we help families provide a seamless educational journey from elementary to high school for their child.

For our high school program, scholarships are exclusively awarded to current BISON 8th graders through a lottery drawing. Families receiving the annual \$4,500 award can use it at any of our area's private high schools, ensuring a seamless educational journey from elementary to high school for BISON scholars.

**BISON is an independent organization separate from Universal School.**

**Universal School does NOT review or determine the status of the application.**

All information must be sent to BISON directly from the parents.

If you have any questions or need further information, please contact the

**BISON Fund office at 716-854-0869 ext.1 or  
email Cindy McDonald at [cmcdonald@bisonfund.com](mailto:cmcdonald@bisonfund.com).**

### DO YOU QUALIFY?

To be eligible for a BISON Scholarship, families must:



Reside within 1 of the 8 counties of Western New York.



Meet income eligibility guidelines (based on percentage of poverty rates)



Have a child entering grades Kindergarten through 8th grade



Meet the admissions requirements at the accredited school that their child wants to attend



## Cullen Scholars Program (Erie County Only)

The Cullen Foundation supports high-achieving 5th grade students who plan to attend private middle and high schools through its Cullen Scholars program. Scholarships are renewable for up to seven years, covering partial tuition plus an annual technology/activity stipend.

Key Details

### Who Can Apply?

- 5th graders entering 6th grade in 2025–2026
- Must maintain a “B” average or above
- Must meet income requirements (see chart online)
- Must reside in Erie County

### Scholarship Amount

Middle School (6th–8th): Covers up to \$4,050 of base tuition + \$250 annual stipend

High School (9th–12th): Covers full base tuition + \$500 annual stipend

Note: Recipients are ineligible for a BISON Scholarship.

### Important Dates

Application Opens: January 1, 2025

Application Closes: March 7, 2025

Scholarship Decisions: April 2025

### How to Apply

Online Application

Visit: Cullen Scholars Application

Fill out and submit all required information.

Await Decision

A volunteer committee reviews applications.

You will be notified of award status in April 2025.

**Universal School does not manage Cullen Scholarships.**  
Families must apply directly through the Cullen Foundation portal.

Learn More / Questions?

Website: [www.cullenwny.org](http://www.cullenwny.org)

Phone: 716-800-4280

Address: 250 Delaware Avenue, Suite 820, Buffalo, NY 14202



# AUTHORIZATION AGREEMENT FOR AUTOMATIC WITHDRAWAL

UNIVERSAL SCHOOL

Child(ren)'s Full Name: \_\_\_\_\_

## PART I Parent's Information

**Only one ACH form is needed per family**

Full Name:	_____
Address:	_____
Email Address:	_____
Primary Telephone #	_____

## PART II Bank Information

Bank Name:	_____
Bank Routing Number:	_____
Account Number:	_____
<p>I (we) hereby authorize Universal Education Institute, hereinafter called Universal School, to initiate preauthorized electronic funds transfers from my checking / savings account indicated above, and I authorize NORTHWEST to debit the transfers to Universal School account. The authorization will remain in effect from July 2025 through June 2026 or until Universal School and the banks have received written notification from me of its termination and have had reasonable opportunity to act on it.</p>	
Signature: (Person authorized signer on this account)	_____
Name of the Signer:	_____
Date:	_____

## PART III Special Instructions:

<b>Return this form and A VOIDED CHECK to Universal School.</b>
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## PART IV For Office Use Only

Full Name:	_____
Amount per Month (\$):	_____
Withdrawal Date:	_____

Please be aware that your school application will be INCOMPLETE and sent back to you if any of the following is missing: A Tuition preference form filled out for EACH child, ALL appropriate signatures, voided check, a registration payment attached or a selection to withdraw registration via automatic withdrawal.

**UNIVERSAL SCHOOL**  
Registration for Academic Year 2025-2026  
Tuition Payment Preference Form

<b>Office use only</b>
Reg. paid <u>  </u> Y or N <u>  </u>
Date <u>  </u> / <u>  </u> / <u>  </u>
Amount <u>                  </u>
Siblings <u>                  </u>

This form is to be completed by the person to be billed for tuition & fees.

**Please fill this form separately for each child**

Instructions: Please read and complete ALL appropriate areas, sign, and return with registration payment. If billing is to be split between two parties, please photocopy or request a second copy of this form.

Student's Name _____	
(MI)	
Student's Grade for 2025-2026 <input type="checkbox"/>	Number of children attending Universal School: <input type="checkbox"/>

Person responsible for payment of tuition _____	
(MI)	
Address _____	City _____ State _____ Zip _____
Primary Phone # _____	Email Address: _____

The payment option you selected last year will be the default option for the upcoming school year. Complete the area below if your child has never attended Universal or if you wish to change your payment structure or method from last year. Using the information from this notice, your tuition invoice will be generated and sent in the summer, which will confirm your start and end dates, and the amount due.

Please read each statement and check ALL that apply:

- Please withdraw my **registration fee** for the 2025-2026 school year via automatic withdrawal (This fee is non-refundable)
- Please withdraw my **student fee** for the 2025-2026 school year via automatic withdrawal

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- I wish to pay **monthly**, via automatic withdrawal, starting August 1st for my first **tuition payment**.
- I wish to pay in **full** by June 30th and receive the 5% Early Pay Discount (No exceptions will be made after 06/30/2025 for this discount)

For, and in consideration of the enrollment of \_\_\_\_\_ in Universal School. I have read the financial policy and hereby guarantee the payment of tuition per the selected payment schedule.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Person responsible for payment)*

**UNCONDITIONAL OBLIGATION**

Your financial obligation to the school is for the **full annual tuition** as stated in the parent handbook. The school's expenses are incurred on an annual basis; and, therefore, the school cannot afford to refund the tuition or cancel unpaid obligations if your child is forced to withdraw during the upcoming academic year.

Failure to pay tuition in a timely manner may result in a delinquent account. A written notice will be mailed to notify of the account's delinquency. The full tuition owed will be due 4 weeks after the date written on the notification. Delinquent accounts may result in the suspension of the student(s) until the outstanding tuition has been paid. The undersigned acknowledges that Universal School sets budgets and incurs obligations based upon the financial commitment of the undersigned to pay full tuition and fees for the entire school year for the student.

We hereby agree by signing this financial contract and upon acceptance by Universal School, to pay the total tuition and fees for the entire school year as stated above, regardless of voluntary withdrawal of the student.

Accepted by \_\_\_\_\_  
Signature of Parent/Guardian financially responsible for the student



## Authorization for School Records

Entered Date: \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_/\_\_\_\_\_

Child(ren)'s Full Name:

I, \_\_\_\_\_ authorize Universal School to request all  
(Parent Name)  
documents and records relative to my child(Eren).

Child(ren)'s Previous School:

(if one or more child attended a different school than the one listed below, please submit another form for each child)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Bussing Contact Information

**Bus transportation is not arranged by the school.**

Families must contact their district's transportation office directly.

Please refer to the table below for district contact information.

Districts	Phone Number
Maryvale	716-681-2100
Sweet Home	716-681-2100
Lackawanna	716-473-7077
Sloan	716-684-9440
West Seneca	716-677-3825
Williamsville	716-626-8397
Buffalo	716-816-4895