



THE HARVEY SCHOOL Agent Manual







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Mission Statement

The Harvey School provides a college-preparatory program that fosters lifelong learning and inspires students to develop the confidence and leadership qualities necessary to succeed in a diverse, competitive, and changing world. With our commitment to small class size, our community cultivates the strengths of each student through academic excellence, artistic exploration, athletic achievement, community service, and global understanding.



Core Values

P.R.I.D.E.

Passion for Learning

- We value each student's individuality.
- We inspire students to take on challenges and discover and develop their strengths.
- We foster the creativity and imagination of our students to best prepare them for a changing world.

Respect

- We empathize with individual differences and treat each other with dignity and appreciation.

Integrity

- We keep our word; we are truthful, clear, and forthcoming at all times.
- We hold ourselves accountable to one another, our school, and our community.
- We strive to live by a clear, moral compass.

Dynamic Balance

- We strive to enhance each student's total health, sense of self, and purpose.
- We seek to infuse joy in learning and in life.

Excellence

- We strive for continuous improvement in pursuit of achieving our best.



Harvey is a diverse community of learners that values individuality and collaboration. With a typical class size of ten, students receive individualized attention from passionate teachers who inspire and challenge them to reach their full potential. The international student program is the “right size” so students from abroad identify with the international students while feeling an integral and valued part of the overall Harvey family. US students appreciate the varied perspectives that international students bring to Harvey, and this interaction elevates conversations both inside and outside the classroom.

The Harvey program is large enough to offer a vast array of extracurricular athletics, arts, and other activities yet small enough to allow every student to engage in these offerings and discover opportunities for leadership. International students appreciate both the range of choices and the chance to be deeply involved. Parents appreciate that students find everything they need at Harvey: intellectual, emotional, social, and physical development occur in a vibrant, close-knit community.

TYPICAL HARVEY DAY:

7:30 – 8:10 am
Breakfast

8:10am – 3:10 pm
Academic Day

3:15 – 4:45 pm
Extracurricular activities
including athletics, arts, etc.

5:45 – 6:30 pm
Dinner





Location

The Harvey campus is nestled in the historic and scenic Hudson River Valley about an hour—by train or by car—from New York City, with its world-famous museums, theater, shopping, and cuisine. With a population of 2,000 people, Katonah is a classic American small town with tree-lined streets and Victorian-era houses. Its town center is a blend of quaint and cosmopolitan restaurants and shopping opportunities.

This location also places our campus about an hour by car to three major airports. On heavy travel dates in Harvey's school calendar, the school arranges shuttles to John F. Kennedy International Airport in New York. Other nearby airports include Westchester Airport and LaGuardia Airport in New York, and Newark International Airport in New Jersey.

Modern Facility

The Harvey School is located on an expansive 125-acre campus. Campus features include numerous academic and residential buildings in addition to eight athletic fields, six tennis courts, an outdoor basketball court, nature trails, a biology pond, and the Evarts Ice Rink, where students can ice skate year round. In 2008, the \$5 million, award-winning Walker Center for the Arts opened on campus, followed, in 2012, by the completion of the new \$6 million athletic facility.





LOCAL HOTELS:

Holiday Inn, Mt. Kisco

7 miles from Harvey, 10 minute drive
One Holiday Inn Dr., Mt. Kisco, NY 10549
914.241.2600
www.ihg.com/holidayinn/hotels/us/en/mount-kisco/mtkny/hoteldetail

La Quinta Inn and Suites

13 miles from Harvey, 15 minute drive
94 Business Park Dr., Armonk, NY 10504
914.273.9090
www.lq.com

INNS:

Bedford Post Inn

7 miles from Harvey, 8 minute drive
954 Old Post Rd., Bedford, NY 10506
914.234.7800
www.bedfordpostinn.com

West Lane Inn

10 miles from Harvey, 18 minute drive
22 West Lane, Ridgefield, CT 06877
203.438.7323
www.westlaneinn.com

Academics

The Harvey School offers a traditional college-preparatory curriculum that inspires critical and creative thinking while instilling and nurturing the values of self-respect and self-reliance. Harvey's student body is diverse and includes a range of academic backgrounds and talents. Harvey offers classes ranging from basic skills levels to honors courses and Advanced Placement, so every student is challenged and encouraged to reach his or her full potential. Small class sizes ensure that faculty are able to work closely with students in and out of the classroom as they master skills and internalize content. Harvey students are prepared for entrance into college or university and are assisted by a strong college counseling program that begins and ends with the student-faculty relationship. Each course offering is regularly evaluated, and programming is added that will continue to enhance the curriculum. The Signature Programs section highlights some new and noteworthy offerings.

The Harvey School is a fully accredited member of the [New York State Association of Independent Schools \(NYSAIS\)](#). Harvey is also a member of the [National Association of Independent Schools \(NAIS\)](#) and the [Educational Records Bureau \(ERB\)](#).





SCHOOL AT-A-GLANCE:

School Type: Co-ed

Religious Affiliation: None

Founded: 1916

Grade Levels: 6-12

Number of Students: 355
(280 in grades 9-12)

Average Class Size: 10

Teachers with Advanced Degrees: 72%

Student-to-Teacher Ratio: 6:1

International Students: 18

Housing Type: 5-day on-campus boarding and weekend homestay

ACADEMIC PROGRAMS:

Academic Statistics:

- Advanced Courses: 35
- Honors Courses: 22
- AP Courses: 13

EXTRACURRICULAR ACTIVITIES:

Summary:

- Sports Offered: 20
- School Clubs and Activities Offered: 24
- Performing and Fine Arts classes offered every term

COLLEGE STATISTICS:

Summary info:

- College Bound Seniors: 100%
- Average SAT Score: 1,040
 - Top 10%: 1290
- Average ACT Score: 28
 - Top 10%: 33



College Guidance

College Counseling

Harvey's college counselors have decades of collective experience in working with schools nationwide and in helping young adults pursue their dreams. Harvey students benefit from personalized mentoring in the college search process beginning in their junior year. Students meet with counselors to reflect on areas of strength and interest in order to identify college environments where they will find the next phase of academic and social success.

Recent Acceptances

UNIVERSITIES



Columbia University



University of Pennsylvania



Northwestern University



Brown University



Cornell University



University of California (Berkeley)



Emory University



UCLA



Tufts University



Wake Forest University



University of Michigan



New York University



Boston University



Northeastern University



RPI



Tulane University



University of Miami



University of Wisconsin

COLLEGES



Williams College



Davidson College



Oberlin College



Bryn Mawr College



Kenyon College



Barnard College



Bucknell



Union College



Franklin & Marshall



Bard College



Connecticut College





Living Accommodations

5-Day Boarding

International students join U.S. students to form a strong community in Harvey's five-day boarding program. Students arrive at their dorms on Sunday evening and invest themselves in all that Harvey offers before returning home to families on Friday evening. Without a daily school commute, boarding students focus energy on studies and activities. They also develop time-management and organizational skills in a closely supported setting. One-third of Harvey teachers live on campus, making extra help easily available during required evening study hours. Four faculty supervise each dorm of 15-20 students and are valued mentors in the daily happenings of school life.

Weekend Host Families

Harvey international students are also paired with host families, who welcome students home on weekends to experience the rhythms of everyday American family life. This expands students' support networks and broadens their exposure to U.S. culture and traditions. As part of a family unit, students participate in such routine activities as grocery shopping and watching movies, as well as special outings like a weekend ski trip in nearby Vermont or an outing to New York City. Thus Harvey international students form such close bonds that they have two homes in the U.S.—one on campus and one with a local family.



Agent Information

Agent Responsibilities

As stated in our agreement, your Agency is responsible for the following:

- The agency will market and promote The Harvey School in their area.
- The agency will interview each student to determine if families' needs match our school criteria.
- The agency will assist the family with preparation of all the required admission forms in English.
 - ~ Completed admission form preferably online, or faxed, or hard copy in English
 - ~ Transcripts of grades and test scores with interpretation keys in English
 - ~ Two teacher recommendations in English
 - ~ Skype interview and assistance with proper translation of all requirements
 - ~ English Proficiency testing scores with keys, in English (preferably the TOEFL)
 - ~ Visa and travel assistance
 - ~ Assistance/guidance in dormitory and cultural adjustments, as needed





Follow-up Requirements:

- Visa and travel arrangements. The Harvey School will issue I-20 form.
- Periodic communication with family, the student, and the school regarding dormitory adjustments and individual needs. (The Harvey School asks for a minimum of four times per year.)
- Interpretation of all report cards from English to the family's primary language.
- A minimum of a one-hour review meeting following the student's first year.
- Translation services when needed.

Required Application Materials:

The following information is used to assist in the application process to The Harvey School. While this includes most of the requirements for Admission, every application is reviewed individually. Some applicants may require more or less information, as determined by an Admissions Director when reviewing the application.

Email is the best means of communication. You can email admissions at **admissions@harveyschool.org**.



Important website/resource
www.harveyschool.org/admissions

- Agency Cover Page
- Application For The Harvey School
- Application Fee: \$50
- Grades For The Last 3 Years (In English)
- Standardized Test Scores: TOEFL
- Evaluation: Completed By Teachers
(Math, English and Principal/Guidance Counselor)
- Copy of Bio Section of Passport (Photo Page)
- Character Skills Snapshot

In order to complete the Visa process:

- Bank Statement (In English and US Dollars)—A Letter From the Bank Is Not Sufficient
- Contact Information for Any Family or Agents In The United States

Agent Information Continued



How To Collect Your Commission:

In order to collect your commission for the enrolled students that you recruited to The Harvey School, you must submit the following information:

- A copy of your agreement with The Harvey School
- An invoice from your agency containing the following information:
 - ~ Student Name(s)
 - ~ Term of Enrollment
 - ~ Total Amount Owed
 - ~ Best Method of Payment
 - ~ Bank Information to Process Payment

Once the student's account has been paid in full and The Harvey School has received the above information, the Business Office will process the commission payment.

Please note that the Business Office will not process any payments until the student's account is paid in full.



Billing/Refund Policy:

THE FEE STATEMENT

New Student Applicant Fee: \$50 (non-refundable processing fee).

Upon acceptance in writing, the student will be required to pay a \$10,000 tuition deposit which will be applied to the cost of school.

New Student Orientation Fee: \$1,000

Junior Year Student College Tour Fee: \$1,500

Apply online at www.harveyschool.org/admissions/apply



Student(s):

- Will be subject to and abide by the prevailing rules and regulations as stated in The Harvey School handbook.
 - Must have all immunization, physical, and health forms on file before the first day of attendance/residence. The Harvey School may require additional testing for communicable diseases as determined by health center personnel.
 - Must have proper health insurance or purchase it through the school's provider.
 - Is subject to immediate dismissal by the School if it is determined that the student has committed a dangerous, immoral, and/or criminal act or other serious offense, or violated prevailing rules and regulations including, but not limited to, regulations regarding substance (alcohol/illegal substance) use and/or possession.
 - May be the subject of photographs and other multimedia publicity and/or promotional materials and as a Harvey School student waives any rights with regard to the Student's picture or likeness as well as any compensation for such exposure.
- Additionally:**
- The Harvey School will not send for school transcripts until the Application Fee has been paid.
 - A \$10,000 deposit will be requested upon notification of acceptance; this deposit will be applied to the cost of school and is non-refundable.
 - In case of dismissal for violation of school regulations or withdrawal for any reason whatsoever, any unpaid balance shall become immediately due and payable. As a result, we encourage parents to purchase Tuition Refund Insurance on an annual basis.





Frequently Asked Questions (FAQ)

Q: *When does your application process begin?*

A: The Harvey School has a rolling admissions process for international students. We accept applications all year.

Q: *Does The Harvey School accept students for the mid-year term?*

A: We are able to consider mid-year applications for term students depending on enrollment levels.

Q: *What if the student does not have a TOEFL score to provide?*

A: A TOEFL score of 70 or higher is preferred. Other English proficiency testing scores and keys must be provided in English.

Q: *Does The Harvey School provide transportation to and from the airport for their students?*

A: The Harvey School will provide transportation for admitted students to and from **John F. Kennedy Airport** for all designated arrival and departure dates. If the student travels on other dates, we can assist with transportation, but it will be at the expense of the student.



Q: *What airports are close to The Harvey School, and how far are they from campus?*

A: The closest international airport to The Harvey School is **John F. Kennedy Airport**.

We provide transportation to and from that airport ONLY. Other airports nearby that we do NOT provide service to are:

- Newark International Airport
- LaGuardia Airport
- Westchester County White Plains Airport
- Stewart International Airport

Q: *How can the student get to campus from other airports?*

A: The Harvey School can assist in hiring a car service.

Q: *Can the student arrive to campus earlier than the start date?*

A: The campus and facilities will not be open, therefore, any students who arrive before the expected start date as stated on the acceptance letter and I-20 will be responsible for making alternative arrangements for themselves.

Q: *What is the best way to submit a payment for the application fee, deposit, tuition, and other costs?*

A: Funds can be wired or paid by credit card using the online portal. Contact the Business Office for information.

Q: *How can a family keep up with their child's courses and grades?*

A: The Harvey School has a parent portal that allows all families to access their child's courses and grades over the internet. We also send reports at the end of each trimester to parents about their child's host family life, extracurricular activities, and academics.

Q: *How many international students does The Harvey School have on campus?*

A: This varies from year to year, but on average 5% of our student population consists of international students.

Q: *I submitted all the required information needed to collect my commission but have not received the payment. Why?*

A: The Business Office will not process commission payments until the student's account has been paid in full. Contact the Business department to request a detailed billing statement for your student.

Q: *Do all of the graduates from The Harvey School go to college?*

A: Yes, The Harvey School is a college-preparatory school. The formal college counseling process begins when students are assigned a primary college counselor in the winter of their junior year. Seniors maintain frequent contact with their college counselor during the fall and winter terms. The Harvey School is required to notify the colleges to which the students have applied of any change in their academic or disciplinary status.





Top 10 Reasons “Why Harvey?”



Students will...

- 1 Develop lifelong relationships with dedicated teachers and caring students in a community that embraces diversity
- 2 Pursue an academic program featuring 35 advanced classes including unique electives like robotics and stagecraft
- 3 Be assigned a personal college counselor who knows and understands each student and guides them through the US college process starting with dedicated college tours during junior year
- 4 Participate in dynamic classes of just 10 students with a 6:1 student-to-teacher ratio
- 5 Enjoy on-site dining serving 14 delicious meals per week
- 6 Take advantage of our 125-acre campus in rural Katonah, NY, just one-hour from New York City and three major airports
- 7 Find academic passions guided by dedicated teachers, 72% of whom have obtained a Master's Degree or higher
- 8 Live in a unique dormitory and host family living arrangement, providing on-campus boarding during the week and the comfort and cultural opportunities of a homestay on the weekend
- 9 Be involved and play a leadership role in an array of arts, athletics, and extracurricular endeavors
- 10 Have access to state-of-the-art facilities including 8 athletic fields, 6 tennis courts, 3 gyms, an ice rink, 3 art studios, a theater, a robotics lab, and 6 science labs



Accreditations:



THE HARVEY SCHOOL

Small School... Big Opportunities... *Endless Possibilities.*



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