

Application and Admissions Procedures for New Birth Christian Academy

BEFORE ACCEPTANCE (All forms must be received and an interview conducted.)

1. APPLICATION FORM

Complete and return the application form with the registration fee.

2. TEACHER RECOMMENDATION/TRANSCRIPT RELEASE FORM

This release must be signed and mailed by the applicant to the last school attended. No interview will be arranged until New Birth Christian Academy has received transcripts, standardized test scores, and teacher/principal recommendations.

3. CERTIFICATE OF IMMUNIZATION FORM & HEARING, VISION & DENTAL FORM

Certificate of Immunization Form 3231, revised 3/07 – According to current state law, we **CANNOT** permit a child to begin classes at New Birth Christian Academy until we have received this form. It may be obtained from your family physician or local health department. Also a hearing, vision & dental form, # 3300 is required – This may be obtained from your family physician or local health department. In addition to the above documents a copy of the child's birth certificate and social security card are also required.

4. REGISTRATION FEE (The registration fee is non-refundable and non-transferable)

A non-refundable registration fee is required. A student is not officially registered at New Birth Christian Academy until the enrollment application and fees are received.

5. MATRICULATION FEE (The matriculation fee is non-refundable and non-transferable)

The matriculation fee is due upon official acceptance. Payment of the matriculation fee secures the student's slot for the 2009- 2010 school year. This fee includes: lunch (breakfast and lunch option also available), testing fees, the use of text books, PTSA dues and one year book. Fees will not be discounted for non participation in the lunch program. Families applying after June 30th must pay matriculation in full along with the first month's tuition.

6. TUITION FEE (Tuition is non-refundable and non-transferable and will not be prorated on or after the 1st of the month)

The following payment options are available: Payment in full, semester or by the month. (Monthly payments are deducted from a checking or savings account through F.A.C.T.S Tuition Management Program.)

7. TUTORIAL FEE (The tutorial fee is non-refundable or non-transferable)

The tutorial fee is due upon official acceptance. Tutorials can also be paid through F.A.C.T.S Tuition Management Program.

(See the New Birth Christian Academy Financial Information pamphlet for all fees.)

8. BEFORE & AFTER SCHOOL PROGRAM

Please complete registration form enclosed if Before School (free) and/or After School is needed. See the financial brochure for fee information.

9. INTERVIEW

After the application has been processed and all information received (All documents requested above) Testing and an interview will be scheduled. Please be prepared for one hour of testing and 20 minutes for an interview during testing.

ADMISSION REQUIREMENTS:

1. ACCEPTANCE

When a completed application is received, interview and testing process is complete, each family will be notified of enrollment status, acceptance or non acceptance confirming enrollment as well as a welcome packet. The welcome packet will include additional helpful information to assist each family with a successful start to the new school year.

2. APPLICATION DEADLINE

New Birth Christian Academy will begin accepting applications for the 2009-2010 school year on January 1, 2009. Complete applications must be received by July 31, 2009 to be processed in time for the student to begin the first semester.

3. ADMISSIONS CRITERIA

The following is taken into consideration when determining acceptance into New Birth Christian Academy.

- Principal & teacher recommendations
- Standardized test scores
- Report card
- Disciplinary records

4. NBCA ENTRANCE

- Testing results
- Parent interview