



# St. Joseph Academy

## Admissions Process

### 2012-2013

Thank you for your interest in St. Joseph Academy. We hope you find the following information helpful with the application process. Please call the office if you have any questions regarding the admissions procedure.

*St. Joseph Academy admits male and female students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the basis of sex, race, and color, national or ethnic origin in the administration of its educational policies or other school-administered programs.*

**APPLICATION** Applications (one per child) are accepted according to the registration dates on the Admissions Calendar. Students entering Kindergarten must be five (5) on or before June 1<sup>st</sup> and students entering First grade must be six (6) by June 1<sup>st</sup>. Students may be admitted during the school year if openings are available. Please refer to the **Tuition and Fee Schedule** for a list of current costs. Class placement is pending available space and is not confirmed until an applicant completes the following admission procedures.

#### **Parents and/or Guardians must provide:**

- Application**
- Transcript/Report Card** - two years of applicant's report cards or high school transcript
- Standardized Test Results** - please submit copies of standardized testing scores (SAT/STAR/CAT/IOWA) for the past two years with the application

#### **Additional Requirements for High School applicants:**

- Two (2) Academic References (forms provided in admission packet)** -from current English and Mathematics teacher mailed directly to Admissions.
- Letter of Reference** - from a pastor, coach or other adult who knows the student well.
- Student Questionnaire/Testimony** - students are asked to complete the included questionnaire and provide a hand written testimony on a separate page.

**Important Note:** It is the responsibility of the parents to follow up on the Letter of Reference and Academic references. Failure to return these documents will delay your application process and consideration for admission.

**TESTING** All applicants for Kindergarten through twelfth grades are required to take an entrance exam. K –12 will pay the school office at the time of testing. The testing fee is \$30.00 (K-8) and \$50.00 (High School). All fees are non-refundable. Testing dates are listed on the Admission's Calendar.

**FAMILY INTERVIEW** All parents or guardians will have a personal interview with the principal. All applicants, grades 7-12 will also have a personal interview with the principal. You will be notified by the Admissions office of the available times for interviews after the application and other required forms have been received.

**ADMISSION AND ENROLLMENT** The applicant's file is reviewed by the Admissions Committee and all discussions regarding applications are held in strict confidence. After notification of acceptance, parents and or guardians will be asked to complete the following.

- ❑ Complete a Registration Packet and submit a registration fee of \$250 (K-8) and \$300 (High School). Fees are non-refundable.

***Important Notes:***

- ❑ Final tuition schedules for 2012 – 2013 school year will be available no later than January 31, 2012
- ❑ Student applications beyond the number we are able to accept will be placed on a waiting list.

**Financial Aid**

Financial aid for families is based upon funds available. Prospective students must be accepted before a family is eligible to apply for financial aid. Funds awarded are based upon an independent assessment by TADS (Tuition Aided Data Service) and our financial office. A financial aid packet is available in the Office or you may apply online at [www.tuitionaideddataservice.com](http://www.tuitionaideddataservice.com).