



## Prestonwood Christian Academy

### Application Procedure

#### **A COMPLETED APPLICATION consists of the following:**

- Completed [online application](#)
- \$100.00 application fee, paid online
- Parent Questionnaire-completed online
- Copy of Birth Certificate
- Current year report card
- Last 2 years' report cards- these may be available on the parent portal of your current school (grades 3 and above)
- Last 2 year's standardized test scores- these may be available on the parent portal of your current school (grades 3 and above)
- Early Childhood Recommendation- students applying for grades PK3-1
- Pastor Recommendation-from a pastor, priest, deacon or elder at the church you attend
- Principal Recommendation-students applying for grades 1-12
- English Teacher Recommendation- students applying for grades 2-12
- Math Teacher Recommendation- students applying for grades 2-12
- If applicant is receiving classroom accommodations due to a diagnosed learning difference, please submit current diagnostic testing and/or 504 plan
- If divorced the most recent copy of court documents, signed by a judge and notarized regarding custody and educational decisions. If documents indicate joint conservatorship, please submit a signed, notarized statement from the other parent stating his/her approval of the student attending Prestonwood Christian Academy.

*Please note...the parent questionnaire and various recommendation forms are all completed online. After submitting your online application, you will be emailed a link to complete the parent questionnaire, upload documents and send recommendation forms to teachers and pastors.*

In the event that you cannot access the report cards and standardized test scores, please submit the Student Record Release Authorization to the current school. This will authorize the school to send us the current and last two years report cards, health records and last two years of standardized test scores.

#### **ADMISSION INTERVIEW**

The admission interview is an opportunity to discuss philosophy compatibility, answer your questions and assess whether our program meets your needs.

Admission interview appointments are scheduled once the application file is complete. Applicants for grades PK3 – 4 grade will have an interview scheduled for the parents with a Lower School administrator. Applicants for grades 5-12 will have an interview scheduled for the applicant and parents with the Divisional administrator of the applicant's division.

## **ACCEPTANCE**

Official acceptance (or non-acceptance) is communicated to all families in writing. Only a Contract of Enrollment signed by Prestonwood Christian Academy guarantees enrollment for your student.

## **DEADLINES**

The re-enrollment deadline for current students occurs in January. If an applicant is accepted and if space is available, a Contract of Enrollment is sent in March, and you are given a deadline to respond. After March, applications are accepted and applicants are placed as space becomes available. PCA accepts applications year-round.

## **PAYMENT OF TUITION AND FEES**

Tuition paid in full, with a check or money order, by March 31 or at the time of enrollment for the following school year is discounted. Tuition may also be paid in ten equal installments from March to December through the FACTS automatic debit system. For students accepted after March 1, all payments accrued prior to the time of acceptance are due when the child is enrolled. Parents have the option to include the New Student Fee with tuition and other fees and pay the combined amount monthly. The New Student Admission Fee for Kindergarten may be paid over a three-year period. The first payment is due March 2020, or at the time of enrollment. Parents or guardians paying on a monthly basis consent to PCA obtaining a consumer credit report, if requested.

## **STUDENT ATHLETES**

Students in grades 9-12 are required to submit TAPPS forms and the Inducement Declaration Form in order to be eligible to participate in PCA Athletics. These forms are available at [www.prestonwoodchristian.org/current-families/athletics/forms-and-policies](http://www.prestonwoodchristian.org/current-families/athletics/forms-and-policies).