

# ADMISSION, TUITION, & WITHDRAWAL

---

## Student Admission Policy

### General Requirements

- Age Requirements
  - Pre-K3 - a student must be 3 years old on or before September 1 of the calendar year to be enrolled in pre-kindergarten 3.
  - Pre-K4 – a student must be 4 years old on or before September 1 of the calendar year to be enrolled in pre-kindergarten 4.
  - Kindergarten - a student must be 5 years old on or before September 1 of the calendar year to be enrolled in kindergarten.
- Meet with HM and/or counselor to discuss the application and the enrollment process and to complete a tour of the school.
- Documents Required
  - Copy of Certified Birth Certificate
  - Copy of Social Security Card
  - Certificate of Immunization, current
  - Transcript or report card and most recent standardized test scores (previous school)
  - Discipline report (previous school) for students entering 1<sup>st</sup> – 12<sup>th</sup> grades
  - Two letters of recommendation from non-related PA families that are in good standing.
  - Submit names, school telephone number, and email addresses of referring teacher/administrators for students entering 1<sup>st</sup> – 12<sup>th</sup>.
    - **Elementary – Name of former principal, two teachers, and a counselor. We will contact each to evaluate the student.**
    - **Secondary – Name of former principal, three academic teachers, and a counselor. We will contact each to evaluate the student.**
- If student has a diagnosed communicable disease, the school must be notified of the nature of the disease at the time of application.
- No senior can transfer to PA after the end of the first semester.
- All registration fees and monies must be paid.
- When a current PA family wishes to enroll a child placed in its care by adoption, foster care, or guardianship, LEGAL DOCUMENTATION of that relationship must be presented to school officials. If the documentation is presented, the letters of recommendation will be waived. However, all other admission requirements must be met. If this documentation is not presented, the child must enroll independently and fulfill all obligations as a new family would.
- **ALL ADMISSION REQUIREMENTS MUST BE MET BEFORE A CHILD MAY ENTER ANY CLASSROOM, PRE-K THROUGH 12<sup>TH</sup> GRADE.** Also, prospective students may NOT participate in any school activity until all admission requirements are met.

### Application for Admission

Application forms are available in the main office and online for those families who desire to enroll their children in Pickens Academy and membership in the Pickens Academy Private School Foundation. Our school will teach Christian values and biblical concepts which will be integrated into our classes.

In general, if a student has been expelled or asked to leave another school because of discipline issues, he/she will not be allowed to apply to Pickens Academy. After two consecutive semesters from the expulsion date, if the student can provide disciplinary records proving that the student has made improvements and learned from his/her mistake, their application will be considered.

All students admitted to Pickens Academy are placed under both academic and disciplinary probation for a period of one semester. Students who fail to maintain academic and/or disciplinary standards will be asked to leave at the end of the probationary period or earlier, if deemed necessary. After the probationary period is over, students may be asked to leave if their behavior is disruptive or detrimental to our environment.

Also, a senior transferring into Pickens Academy must be a viable candidate for graduation from the school he/she is leaving. This student must have passed all required courses through 11<sup>th</sup> grade so that the remaining requirements may be met during their senior year at PA.

**It should be noted that Pickens Academy is not equipped to provide special services for exceptional students.** Pickens Academy will not be expected to alter class arrangement or course requirements/ assignments for any student.

After the application is submitted and all required documents are received, the Admission Screening Committee will review the information and determine if the student is eligible for enrollment.

### **Tuition and Financial Responsibilities**

The agreement of the contract between each family and Pickens Academy is legal and binding even in the event of crisis of any kind (fire, tornado, hurricane, national pandemic). The teachers will provide learning material to all students if any of these events occur.

The amount of tuition is dependent upon the current rate as determined by the Board of Trustees and on the number of children enrolled. Several plans for payment of tuition are outlined on the application form. Tuition should be paid in full each month.

- **If there is debt in excess of \$500.00, students will not be allowed to participate in extracurricular activities until such time that the debt is satisfied in full.**
- **If a student's account has an outstanding tuition balance at the end of the first semester, this will have to be cleared before the student can return in January.**

If a bank draft is returned for lack of funds, the family will be notified and is expected to **respond immediately** with cash, money order, or a cashier's check for the full amount plus a late fee. Also, debts that are outstanding for more than 30 days are subject to a 30% surcharge of the amount owed. Delinquent accounts will be forwarded to the PA Board.

If a family transfers during the regular term, all tuition and fees must be paid before transcripts/grades are released.

Prior to graduation, all monies owed to Pickens Academy (tuition, lunchroom, etc.) should be paid in full by May 1<sup>st</sup>. No charges should be made after this day.

### **Withdrawal**

If a family withdraws from Pickens Academy, then decides to return, the family must complete all admission requirements less the one-time \$500.00 donation.

The withdrawal procedure is as follows:

- 1) See the counselor for withdrawal papers.
- 2) Get financial clearance from the bookkeeper.
- 3) Leave forwarding addresses for residence and future schools with the bookkeeper.

**No records will be released until the student has followed the above withdrawal procedure.**