

## Application Process

Our open enrollment process for the 2010-2011 school year will begin on April 12, 2010 and continue through the summer. Although late applications will be considered, we anticipate classes to fill up rapidly. We encourage you to return all application materials to us as soon as possible. Our application fee is \$50.00 per student or \$100 per family plus a \$35 credit check or credit report, must be current (within 30 days). These fees are non-refundable.

Our enrollment process is outlined below:

1. **Complete the New Student Application.** These can be obtained from the school office. The application includes two recommendation forms (Pastor and Teacher), which are to be forwarded to the appropriate reference by you and returned confidentially to the school by the reference. A separate application packet must be filled out for each child applying for admissions.
2. **Submit the Application and the Application Fee to NGCA. Then forward the “Authorization for Release of Records to the last school attended.** Applications are required to include the following:
  - Signed Parent Conduct and Cooperation Agreement
  - Signed Financial Agreement
  - Report Card for the previous year of school. If possible include the previous 2 years. (grades 1-12)
  - Previous Standardized Test Results (grades 1-12)
  - Copies of any special test results for learning differences or giftedness.
  - If you have been home schooling, please submit a record of the student’s work, including any grades assigned.
  - \$35 for a credit check or credit report, must be current (within 30 days)
3. **Once all of the above have been received and records have been received from the last school attended the Admissions Committee will review your application and viable candidates will be invited for an interview and possible student testing.** You will be notified in writing if you have not been selected for an interview.
4. **Interview and/or Student Testing.** We conduct an interview with all new families to discuss the covenant being entered into for the education of your child. We encourage both parents to attend if possible. In addition, students without appropriate test scores may be scheduled for testing to evaluate their ability to satisfy the academic demands of North Georgia Christian Academy.
5. **Notification of Acceptance.** We will notify you promptly once you have been accepted. Upon notification of acceptance, you have 10 days to submit the following:
  - Enrollment Fee
  - Materials Fee
  - Applicable Tuition amount
  - Field Trip Fee
  - Copy of Birth Certificate
  - Certificate of Ear, Eye, and Dental Examinations (Form 3300)
  - Certificate of Immunization (Form 3231)  
If you have conscientious objections to immunizations, please submit a signed statement to that affect that has been notarized.
  - Supplemental Vaccine Certification Form (Form 3189) (6 – 12 Grade Only)

Once we have received all of the items your enrollment process will be complete. However, a delay in receiving these documents may jeopardize your spot and you may have to be placed on a waiting list if necessary.