



ADMISSIONS PROCESS

Welcome to the Grace Classical Academy's admissions process. We appreciate your interest in the school and encourage you to learn more about our school's classical Christian approach to education by exploring the information contained in this packet, along with our website, www.GraceClassicalAcademy.com.

At GCA, our Admissions Committee purposes to handle each family's application(s) with the utmost care. Our goal is to help all the students attending GCA to thrive. To that end, the application process is designed to help us understand the ability, motivation, and character of each applicant and more accurately identify and admit students from families who have expressed educational convictions similar to those upheld by GCA.

Thank you for considering Grace Classical Academy for your child. We look forward to serving your family!

Priority for acceptance is as follows:

- 1) Continuing Students
- 2) Siblings of continuing students
- 3) All other applicants

_____ **Step 1: Be Informed** of the characteristics and the distinctions of the classical Christian education offered at GCA.

- Visit the Grace Classical Academy website: www.GraceClassicalAcademy.com
- Read articles provided by the admissions office of Grace Classical Academy
- Read the *Discover Classical Christian Education* pamphlet
- Attend a Parent Info Meeting & Campus Tour (Visitation Day)

_____ **Step 2: Application**

- Submit a completed **admissions application**, and supporting documents to GCA:
 - \$75 application fee** (per student applicant; *non-refundable*)
 - Copy of student's **Birth Certificate**
 - Copy of Student's most recent **Report Card** (when applicable)
 - Copy of most recent **Standardized Test Scores** (when applicable)
 - K Readiness Evaluation** from Chancy & Bruce for Kindergarten applicants
 - Deliver respective reference forms to:**
 - *Your pastor,
 - * Your student's current teacher (when applicable)
 - * Your student's current administrator (when applicable)

Verify these are completed and mailed directly to Grace Classical Academy Admissions as soon as possible to avoid delays.

NOTE: Student's application will not be processed until all fees, documents, and completed references are received.

_____ **Step 3: Financial Aid Application (when applicable)**

- GCA offers a need-based tuition assistance program. Please reference the tuition assistance document for detailed information on how to apply. Plan to complete this step prior to your interview.

_____ **Step 4: Family Interview**

- Once your completed application is received, GCA will contact you to schedule a family interview.
- All parents are required to have read the following materials prior to the family interview:
The GCA Mission & Philosophy, Statement of Faith, and materials included in this packet.

_____ **Step 5: Placement Testing (for students entering 1st-8th Grades)**

- GCA will schedule placement testing for admissions during the months of March through June.

_____ **Step 6: Determination Letter (with tuition assistance award if applicable)**

- I. After the interview, you will be notified of the admissions decision by mail:
 - a. **Accepted** – An enrollment agreement will accompany the acceptance letter.
 - b. **Wait pool** – Applicant is accepted, with admission contingent on class availability. GCA will select students as space becomes available.
 - c. **Denied** – A letter will include a simple explanation of the reason for denial.



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_____ Step 7: Enrollment

- The family of accepted applicant(s) has two weeks from the date of the notification letter to respond before the student's seat is offered to others.
- Enrollment is completed by submitting a signed enrollment contract, tuition contract, enrollment fee (non-refundable), and student record release authorization.

_____ Step 8: Enrollment Paperwork:

- All families will be required to complete the enrollment paperwork outlined on RenWeb (the school's web-based management software) in order for students to begin classes.

We recommend that you submit your application as soon as possible, but will accept applications until July 30th.

NOTICE OF NON-DESCRIMINATION POLICY

Grace Classical Academy admits students of any race, color, natural and ethnic origin to all rights, privileges, programs and activities accorded or made available to academy students. Grace Academy does not discriminate on the basis of race, color or national and ethnic origin. Grace Classical Academy reserves the right to select students on the basis of religious belief, educational philosophy, and academic performance.

Grace Classical Academy
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