

BROOK ROAD ACADEMY

at St. Joseph's Villa

APPLICATION PROCEDURE

1. The admission process begins when Brook Road Academy receives a completed application and application packet (school records i.e. transcripts, health physical, educational test results and, if necessary, psychological test results) and a check for \$50.00 (to cover processing costs).
2. The Head of Academy and the school's Admissions Committee will review all applications that the school receives.
3. When the application and application packet (school records i.e. transcripts, health physical, educational test results and, if necessary, psychological test results) are all received, the Admissions committee will review the materials and decide whether or not to continue the admissions process:
 - * If the committee decides to terminate the application process, a letter will be mailed from the school informing the parents (or guardian) of the decision. We reserve the right to maintain admissions information in a confidential admissions file.
4. If the process is continued, we will contact the prospective parent (or guardian) to set up an appointment with the school's Head of Academy. This meeting also will include an opportunity for the parent/guardian and prospective student to learn about the school's philosophy and to tour the school and campus.
5. If everyone agrees that the application process should continue, the prospective student will be required to visit the school for at least two days to experience the Brook Road Academy culture first-hand. Prospective students will be given a class schedule to follow during their visit. Students will also take a math placement test and complete a writing sample during their visit.
6. When all of the above have been completed, the Admissions Committee will reconvene and decide whether or not to offer admission to the prospective student. We will notify parents/guardians of the Admissions Committee's decision.
7. Once admission has been offered, we will mail an enrollment contract and packet to the student's parent/guardian. The signed contract along with a registration fee of \$500.00 (*non-refundable*) and enrollment packet will secure a place for your child.
8. The Brook Road Academy Admissions Committee may, at its discretion, accept children on a conditional basis. If a student is accepted on a conditional basis and then withdraws either voluntarily or involuntarily, we will refund monies beyond the current month which may have been paid in advance, less the \$500 book/lab fee and \$500.00 registration fee.
9. All parents of newly admitted students will be encouraged to be active members in the Brook Road Community.

April 22, 2009

