

2012/2013 Admission & Tuition Policy

Admissions Standards

Bradford Academy will attempt to identify parents who:

- Are thoroughly familiar with the Parent/Student Handbook and agree to support the philosophy and policies outlined therein;
- Will commit to support their children at school as well as the success of Bradford Academy; and
- Will uphold the conditions of the enrollment contract including their financial obligation and manner of settling disputes.

Bradford Academy will attempt to identify students who:

- Are willing to cooperatively participate with other students, teachers, staff, and volunteers according to the philosophy and policies outlined in the Parent/Student Handbook;
- Have evidence of average or higher grades and achievement test scores;
- Have evidence of appropriate class behavior and positive peer interaction

Admission Steps

Step 1. Application Form and Application Fee of \$50

The admission process begins with parents submitting a completed application, paying the application fee, and signing the Authorization to Release Records form to release educational records. The application fee is non-refundable. The release form must be signed and returned with the application form. We will send it to the current school in order to obtain a copy of the applicant's record.

Step 2. Parent Interview

After reviewing the student application and school records, a parent interview is scheduled for potential applicants. The purpose of the interview is to assess how well Bradford Academy matches the educational desires of the parents.

Step 3. Screening

All Kindergarten and 1st grade applicants require pre-admission screening. Other grades may require screening to ensure proper placement. Parents pay for the screening/entrance exam.

Step 4. Acceptance

Parents will be notified of acceptance by letter.

Step 5. Enrollment

When a contract between the school and parents is signed, the student is enrolled for the school year.

Step 6. Welcome to Bradford Academy

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Interview Questions

Bradford Academy seeks to ensure a good match between the school and the parents' desire for their child's education. An interview takes place prior to admission screening and enrollment. The purpose of this interview is to discuss the purpose, policies, and procedures outlined in Bradford's Parent/Student Handbook as well as address any questions the parent may have. Listed below are the questions that may be explored during the admissions interview.

1. What is your primary reason for wanting your child at Bradford Academy?
2. Describe what you believe constitutes a "Christian" school.
3. What is your understanding of a classical education and what appeal does classical education carry for you?
4. Describe your opinion and practice of discipline in your home. What do you expect of your child's school regarding methods of discipline?
5. As a parent, how would you contribute to your child's success at Bradford?
6. What is your reaction to the Parent/Student Handbook?

Tuition

The intent of the tuition charges is to offer an excellent educational program at a price affordable to many families while at the same time maintain fiscal responsibility and honor the principle of 1 Tim 5:18, "A laborer is worthy of his wages." Assistance may be made available for families based upon their financial need. Tuition covers all costs except the application fee, uniforms, general supplies, some books, and extracurricular activities. Field trips are billed separately from tuition.

Application Fee (non-refundable)

All new applications must be accompanied by a \$50 application fee per student with a \$100 maximum per family. If parents withdraw an application or decline to go forward in the steps of the admission process no refund is made. With such a withdrawal the application process is terminated and there is no carry over to the next year.

Tuition and Fees

All tuition and fees are due in advance, payable on or before June 1. **Monthly payments are payable by bank draft only and will be drafted on the 5th of each month.** All lump sum tuition payments should be sent to Bradford's mailing address before or on June 1st. A \$25.00 fee is assessed for all tuition drafts rejected for non-sufficient funds. If payment is not received by the end of the month an additional \$25.00 late fee is assessed. Students whose accounts become two months past due will be administratively withdrawn and their place made available to those on the waiting list. Any family facing an unexpected financial emergency should contact the Head of School in order to avoid a record of tuition delinquency. Bradford Academy wants to be sensitive to hardship and surprises that interrupt timely tuition payments.

Re-enrollment Process

A re-enrollment contract is required for all current students who will be attending Bradford Academy for the next school year. Contracts are sent home during the month of February and should be returned with the contract deposit of \$500 by March 31st. If a contract deposit cannot be made by this deadline because financial aid is pending, please indicate that on the contract and contact the head of school. **PLEASE NOTE: Option A Monthly Payment Plan** - If you are on the payment plan, no tuition is assessed in March. Never-the-less, the amount will still be drafted from your account and applied to next year's contract deposit. The balance should then be paid with the re-enrollment contract. If you do not plan to re-enroll the students, please indicate this in writing before February 28th of the year of re-enrollment.

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Tuition Payment Options for 2012~2013 Academic Year

NOTE: There is a \$500 non-refundable tuition deposit per enrollment contract due at contract signing.

Option A: Monthly Payment Plan (11 payments by bank draft only) June, 2012 through May, 2013 - *No monthly tuition is assessed in March 2013 to assist families in making the contract deposit for the following academic year.*

Grade	Total Tuition	Contract Deposit	Due	Monthly
K	\$3,085	\$500	\$2,585	\$235
1-5	\$5,175	\$500	\$4,675	\$425

Option B: Lump Sum Discount Payment (Pay in full by 6/1/2013)

Grade	Total Tuition	Contract Deposit	Lump Sum Due June 1st
K	\$2,785	\$500	\$2,285
1-5	\$4,875	\$500	\$4,375

Financial Aid

Bradford Academy operates on an annual budget based on tuition revenues. However, Bradford recognizes that there may be families who would like to attend Bradford but are financially unable. Therefore, each year Bradford allocates a specific and limited amount of funds designated to assist qualifying families. Bradford uses an independent, outside source to assist in determining need. The general process for applying for financial aid is outlined below.

1. Parents must fill out an application for financial aid (available online).
2. Parents submit the application form to ISM along with the previous year's tax return. The deadline for submission of the application will coincide each year with the deadline date for re-registration of currently enrolled students. There is a non-refundable processing fee (additional fee for fast response request).
3. The Head of School of Bradford Academy will determine financial aid based on the amount recommended by ISM, divided proportionately to individual families, up to the amount of money reserved for aid that school year. Families will be informed of tuition assistance amounts along with enrollment contract distribution.

Notice of Racial Non-Discrimination Policy:

Bradford Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.