



Hillsdale Christian Academy & Preschool

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ACADEMY ADMISSION

School Term 20____ -20____		Application for Grade _____	
Student Information			
Name _____			
Last	First	Middle	Nickname
Birth date: _____		Birth City and State: _____	
Sex: _____		Age: _____	
School attended last year: _____			
Complete address of previous school: _____			
Has applicant attended HCA previously: _____		If so, list grades previously attended: _____	
Applicant's church _____ [] Church Member [] Regularly Attend		Pay plan (Only one pay plan per family may be chosen): Circle One: 1 Payment 2 Payments 10 Payments	
Parent or Guardian Information			
Father		Mother	
Full Name _____		Full Name _____	
Home Address _____		Home Address _____	
City _____ State _____ Zip _____		City _____ State _____ Zip _____	
Home Phone _____		Home Phone _____	
Cell Phone _____		Cell Phone _____	
Occupation _____		Occupation _____	
Place of Employment _____		Place of Employment _____	
Work Phone _____		Work Phone _____	
Church _____		Church _____	
Pastor _____		Pastor _____	
Member? _____ Attend Regularly? _____		Member? _____ Attend Regularly? _____	
Marital Status: [] Married [] Separated [] Widowed [] Single [] Divorced		Marital Status: [] Married [] Separated [] Widowed [] Single [] Divorced	
Email address for statements to be sent: _____			
Who has legal custody of the child for whom application is made? _____			
A current copy of any legal documents must be kept on file in the office. It is the sole responsibility of the parent to provide the school with any changes or updates to legal documents.			
Early Care	Will your child need early care? _____ If yes, how often? _____		
Aftercare	Will your child need aftercare? _____ If yes, how often? _____		
As a part of billing process, it is required that a Credit Card be submitted. This card will only be charged if payment is not made 5 days following the tuition due date. All unpaid fees will be charged upon the day of Parent Orientation or enrollment if thereafter. A convenience fee of 2.75% will be added to all credit card transactions. CC Form Submitted [] YES [] NO Parent Initial: _____ Parent Initial: _____			
How did you learn about Hillsdale Preschool & Academy? _____			

All Students

Has applicant ever changed schools? _____ If so, at what grade levels? _____

List names and ages of brothers and sisters living at home. _____

Are you applying for the admission of all your children currently of school age? _____ If not, please explain.

Give the reason(s) you desire for this student to be in Hillsdale Academy. _____

Has your child ever been or is he currently being seen by a doctor or specialist for needs related to his emotional or mental well-being? _____ If yes, please give details. _____

Has your child ever received any tutoring or therapy? _____ Explain: _____

Has your child been issued an IEP (Individual Education Plan)? _____ If yes, please **submit a copy** and explain.

Has your child ever repeated a grade? _____ If yes, which grade(s)? _____

List any unusual factors in applicant's life (i.e., absence of parent, unusual accidents, etc.).

Financial Information

Name of person responsible for paying the student tuition for this account? _____

If different from parents: Phone: _____ Email: _____

Scholarship Information (please circle all that apply): Step Up for Students McKay, Family Empowerment, HBC Assist

Please circle the one that applies: I am already approved I am awaiting approval I have not applied

Acceptance Policy

HCA reserves the right to accept or deny admission based on the information provided in the completed application packet. Notification of acceptance will be made within 10 working days after application process is complete. All additional paper work and forms must be completed and received before the student will be admitted to class.

Enrollment Agreement

In making this application, I understand and agree with the following:

1. I intend for my child to complete the school year at Hillsdale Christian Academy.
2. My child will attend scheduled events and other related school activities.
3. My cooperation is expected in (a) honoring all financial obligations, (b) practical help, and (c) faithful prayer.
4. The teacher has full discretion in the classroom discipline of my child.
5. The administration has full responsibility for placing my child in the proper class.
6. The school reserves the right to dismiss any student who does not respect its spiritual standards or cooperate in the educational process.
7. At least one parent of students must attend an orientation meeting before the beginning of the school year.
8. No refunds are made on any fees, including the registration fee. In the event of withdrawal, transfer, or expulsion, I am responsible for immediate, full payment of all tuition and fees incurred through the last date of enrollment to include any and all late fees on past due amounts.
9. I am willing to abide by the specific provisions and principles stated in the Parent-Student Handbook and cooperate with decisions made by the school administration.

Signature of both parents preferred; one will be accepted.

Father	Date
Mother	Date

For Office Use Only

Date Application Received	Interview
Registration Fee Paid	Transcript Requested