

# Northshore Christian Academy

## 2009-2010 New Student Enrollment Procedures

A Ministry of Northshore Christian Church ~ [www.northshorechristianschools.org](http://www.northshorechristianschools.org)  
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1. Complete, sign and return all application forms to Denise Christian, Director of Admissions. NCA begins accepting applications from new families on February 2. **Both parents or legal guardians must sign all forms.**
2. The \$75 Application Fee must be paid at the time the Application for Enrollment forms are submitted. The Application Fee is non-refundable under any circumstances.
3. All students entering NCA's Kindergarten program for the 2009-2010 school year must be five years old by August 31. A copy of the student's birth certificate and current immunizations must be submitted with their application. Official school records will be requested from the last school attended (where applicable).  
  
(**Note:** Kindergarten students who attended NCA's Early Learning Center for **Pre-K** are considered **NEW** to NCA's K through 8<sup>th</sup> program and all application and registration fees apply. Please refer to enrollment procedures letter.)
4. A personal family interview is required for new applicants (including students who attended NCA's Early Learning Center for Pre-K). **When the application file is complete**, the school office will contact the family who has applied in order to schedule an interview with the administrator. Both parents and student applicants must be present at the interview.
5. All new students are required to take an assessment test prior to the completion of the admissions process.
6. Student applicants may be required to take aptitude, achievement and/or diagnostic tests before admission to NCA.
7. Families will be notified of acceptance within ten business days following the interview and assessment.
8. Following notification of acceptance, the new family has three business days to schedule an appointment with the Registrar in order to complete the registration process. All of the required fees as set forth in the Tuition and Fee Schedule and all of the registration process materials, including a current immunization certificate, must be received for a student to be considered enrolled.
9. Enrollment for each student is for one school year only and not continuous. Each student must register for re-enrollment for each school year. Enrollment is not continual, and reenrollment privileges are not guaranteed. Enrollment at NCA is a privilege not a right. Final acceptance of a student to NCA is at the Administrator's sole discretion.
10. A waiting pool is established for qualified students after all openings are filled. If a student is placed on the waiting pool, the application fee will be forwarded toward application of the following year.

**STATEMENT OF NON-DISCRIMINATION:** Northshore Christian Academy reserves the right to select students on the basis of academic performance and personal qualification. NCA **does not discriminate** on the basis of any color, race, national and ethnic origin in administration of its' educational policies, admission policies, and athletic programs.