



ADMISSIONS/FINANCIAL INFORMATION 2016

Homeschool Partnership

In an effort to provide Kingdom Education and upper level courses to more families in the upstate, Spartanburg Christian Academy has created a Homeschool Partnership. Guidelines of the Homeschool Partnership are listed below:

- Enrollment at Spartanburg Christian Academy is open to high school students on a part time basis in a maximum of three Homeschool Association approved core subjects and fine arts classes.
- Parents are required to purchase textbooks and other class supplies.
- Students may attend the High School Retreat, homecoming social, and spring formal.
- Students may attend all home athletic events free of charge.
- Students may attend the ACT Aspire and PSAT testing at SCA with applicable fees required.
- Students are subject to all policies and procedures stated in the SCA Parent-Student handbook.
- Supply lists are available on the SCA website.
- Students will follow the SCA Dress Code which is available on the SCA website.
- Lunch is available if scheduling dictates. Fees will be billed accordingly.
- Students are not eligible to participate in the SCA athletic program due to SCISA regulations.

Admissions Process

Families are welcome to contact us at any time to discuss admission to Spartanburg Christian Academy. Applications for the next school year are available in mid-January of each year. Current families re-enroll in March of each year.

- STEP 1** **Tour with the Headmaster** –The first step in applying to SCA is touring the school with our Headmaster, which includes personal time for families to meet with the SCA Headmaster, a complete tour of facilities, and an overview of SCA school operation and vision. *Please call the Admissions department at 578-4238 to schedule a tour.*
- STEP 2** **Shadow a Current Student** – Students in Grades 7-12 are encouraged to spend a day at SCA shadowing a current SCA student.
- STEP 3** **Submitting an Application** – There are 3 requirements for an application to be accepted and the enrollment process to continue.
- A completed Enrollment Application (available on school website or picked up from school office)
 - A \$175 non-refundable registration fee must accompany the application.
 - Copies of the following documents must accompany the Enrollment Application:
 - ✓ Most recent report card (Grades K-12)
 - ✓ Most recent Transcript (Grades 8-12, may be an unofficial copy)
 - ✓ Educational and diagnostic testing or IEP
- Copies of the following documents are required prior to school attendance:*
- ✓ Birth Certificate
 - ✓ South Carolina Certificate of Immunization
- STEP 4** **Interview with Principal** – After submitting an application, an interview will be scheduled for all applicants and their parents with a school principal. This interview is an opportunity for philosophical compatibility discussions, a question and answer session, and a time to assess whether the SCA program meets a student's needs. If testing is deemed necessary, it will also be conducted during this time.
- STEP 5** **Acceptance** –After all of the above steps are completed, you will be contacted regarding acceptance. Homeschool partnership applicants will be notified of final course schedules by mid-July.

Withdrawal Policy

- I. Enrollment at SCA is a commitment for the entire year.
- II. Parents who wish to withdraw their student from school must notify the Headmaster in order to initiate withdrawal procedures.
- III. All outstanding bills are to be paid and all textbooks and SCA materials returned before school records, grades or transcripts can be released to any school or institution.
- IV. Parent-choice withdrawal is defined as withdrawal for any reason other than 1) parental job change or transfer which results in the student relocating more than 50 miles from the campus, or 2) termination of enrollment by administration (expulsion, etc.).
- V. Penalties for parent-choice withdrawal are listed below.
 - *Withdrawal prior to beginning of school year after June 15*, a \$400 withdrawal fee per student is assessed and parents are obligated to pay all tuition fees billed through the date of withdrawal.
 - *Withdrawal during the school year* will constitute a \$400 withdrawal fee per student and payment for number of days enrolled.

Admissions Policy

The following admissions policies have been adopted to assure consistent standards of admission in agreement with the mission of Spartanburg Christian Academy. Specific requirements for admission to Spartanburg Christian Academy have been established for each student desiring to enroll. The requirements are summarized as follows:

- Spartanburg Christian Academy admits students of any race, color, national or 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 or ethnic origin in the administration of educational policies, admissions policies, tuition assistance programs, athletic programs, and other school-administered programs.
- Spartanburg Christian Academy seeks to admit students whose parents desire a quality education from a Christ-centered perspective. The curriculum is designed to meet the educational needs of the average to above average student (defined as a C or above). SCA admits students whose academic ability demonstrates their potential to be successful in a college preparatory setting.
- Students must show a behavioral history that matches the behavioral expectations of Spartanburg Christian Academy. SCA does not accept students who have been repeatedly suspended or expelled from previous schools.
- Families must agree to abide by school policies, and assist the school and support school officials in the implementation and enforcement of its policies.
- All new students are considered on probation (academic, social) for the first semester. However, this will not affect their involvement in activities and leadership positions.
- The SCA Board and Administration requires that families pursuing entrance into the school be solely of monogamous and heterosexual origin.
- SCA has developed a SHIELD (Soaring High in Education and Learning Development) program to provide academic assistance and more specialized instruction for students with learning challenges. The SHIELD program is not designed to serve students who have been identified with serious emotional, behavioral or academic issues or students who have been diagnosed with special education needs or have an IEP (Individualized Education Program). Students will be evaluated for acceptance into the SHIELD program.
- Students must be fluent in English.
- Students are subject to pre-admission interviews and competency testing before final enrollment.
- Education is a long term commitment between home and school. Families are subject to pre-admission interviews to discuss future school choice. Placement may be determined by the families' long term commitment to Christian education.
- In addition to the above criteria, students in *Preschool or Kindergarten* must also meet the following standards:
 - Applicants for 3 Year Preschool must be 3 years old on or before September 1 of the school year
 - Applicants for 4 Year Preschool must be 4 years old on or before September 1 of the school year
 - Applicants for Kindergarten must be 5 years old on or before September 1 of the school year
 - Must be fully potty-trained and able to manage independently in the restroom without assistance
 - Must demonstrate abilities to cooperate in a structured school environment
 - Applicants will be screened with an evaluation instrument of the school's choosing. An acceptance criterion, which may be rather subjective in nature, has been established by school personnel.

- In addition to the above criteria, students in *Grades 1-6* may be administered selected portions of a standardized test if recent test scores are unavailable or questionable. Each student considered for admission must score at grade level or above on each of the Stanford Achievement Test subtests.
- In addition to the above criteria, students in *Grades 7-12* must also meet the following standards:
 - Must have a composite achievement score on a nationally-normed standardized achievement test at the 50th percentile or higher. Recent test results (defined as those during the last 18 months) are acceptable. Students without recent nationally-normed test scores or students who would benefit from re-testing will be administered select portions of a standardized test.
 - Must provide positive indication that he/she truly wants to be a part of the Spartanburg Christian Academy student body
 - Must participate in a parent-student interview with the administration prior to acceptance
- Exceptions to the established academic policy (e.g., a student who meets the GPA requirement, but falls just short of the standardized score requirement) will be made by the school's Headmaster. The decision of the Headmaster regarding all matters of student admission is final.

Financial Information

ENROLLMENT/REGISTRATION FEE (*Non-Refundable*)

- \$175 Per New Student; \$100 Per Re-Enrolling Student
- Registration fee must be submitted with initial enrollment or re-enrollment application.
- Registration fees are non-refundable unless SCA is unable to enroll the student.

COURSE FEES – Homeschool partnership students may enroll in up to three courses. The fees are as follows:

- First Course - \$750
- Second Course - \$750
- Third Course - \$750

VARIOUS PARTICIPATION FEES BILLED THROUGHOUT THE YEAR			
ITEM	FEE	EXPLANATION	MONTH ON BILL
High School Fall Retreat	\$175.00	9 th – 12 th grade: cost is approximate and may vary	September
PSAT Testing	\$14.00	9 th – 11 th grade: preliminary test for the SAT	November
Elective Fee-Chorus	\$100.00	5 th – 12 th grade: music and related supplies	November
Elective Fee-Art	\$100.00	5 th – 12 th grade: supplies and projects; <i>fee divided into two equal payments</i>	November & December
Elective Fee-Band	\$100.00	5 th – 12 th grade: music, equipment and supplies; <i>fee divided into two equal payments</i>	November & December
ACT Aspire Testing	\$28.00	10 th grade: preliminary test for the ACT	December
Yearbook	\$40.00	Order and payment requested prior to March	N/A

PAYMENT PLANS: A \$25.00 penalty fee will be incurred for payment plan changes after August 1.

- **Annual Plan** - prepayment of all course fees by June 20
- **Semi-Annual Plan**- prepayment of one-half of course fees by June 20 and the remaining half prepayment by December 20
- **Monthly Plan** – amount varies depending on month of enrollment

PAYMENT OPTIONS:

- Cash or Check (may be mailed, placed in the drop box in the reception area, or given to receptionist if receipt required)
- Debit Card, Credit Card, E-Check (online option only)

BILLING: Statements are emailed by the 5th of each month. The statement will show the previous month's activity, the current month's fees and all charges incurred the previous month and is due by the 20th of each month. Billed items include course fees, elective fees, and lunch. SCA memorabilia items and PE uniforms must be paid when purchased and are not billed to the account.

PAYMENT POLICY:

- Accounts not paid in full before the late date (25th of each month) are assessed a \$35 late fee.
- Accounts 30 days past due will be restricted from charging other fees such as lunch charges, etc.
- Accounts must also be current (no outstanding charges beyond 30 days) at the following check-points during the year:
 - Re-enrollment – account must be current before application and fee(s) are accepted to hold student’s place(s) for the following year.
 - Beginning of school – account must be current through July payment before student(s) may attend school.
 - Upon the releasing of report cards at the ending of each nine week period.
 - Second semester – account must be paid through December before student(s) may return to school after Christmas break.
 - Withdrawal – no transcripts or grades (official or unofficial) will be released until account is paid in full. The new school will be notified if a student has a failing status.
 - Year-end (by May 20th) – account must be current for final report cards to be issued.