

**Christ Episcopal School  
2016-2017 Admission Process**

**(8<sup>th</sup>-12<sup>th</sup> Grade Students New to CES)**

**By January 16<sup>th</sup>:**

- Complete application and return it with a check (made payable to Christ Episcopal School) in the amount of \$100. Please note the application fee is non-refundable.
- Contact Pam Perry in the Admissions office (Ext. 208) to schedule a visit during the school day.
- Applicants for 8<sup>th</sup> grade should contact the Junior High office (Ext. 201) and Applicants for grades 9<sup>th</sup>-12<sup>th</sup> should contact the High School office (Ext. 270) to do the following:
  - Schedule a time to take our placement/admissions test.
  - Schedule an appointment to interview with Dr. Carol Barlow (8<sup>th</sup> grade admissions) or Mr. Jeff Brock (9<sup>th</sup>-12<sup>th</sup> grade admissions).
- Provide completed teacher recommendation forms and transcripts from current school as per request from CES.
- Provide copies of previous two years of grade reports along with a writing sample.

**By mid-February:**

- Student is notified of acceptance via mail. Once tuition is determined, an enrollment contract is issued. Parents have two (2) weeks from acceptance date to return signed contract with the reservation deposit as outlined below in the Schedule of Fees.

**At Any Time:**

- Please do not hesitate to contact Pam Perry at 871-9902, ext. 208 with questions you may have.

**Schedule of Fees**

Note: The fees listed below are based on the **2016-17 school year**. Tuition is determined on an annual basis in January by the Board of Trustees. Tuition typically increases between 3%-5%. Each family is assessed a \$500 facilities maintenance fee and \$225 per student technology fee.

- **8<sup>th</sup> - \$9,950**
- **High School - \$11,450**

Once a student is notified, an enrollment contract will be issued. The \$350 (\$150 if applying for financial aid) non-refundable reservation deposit, signed enrollment contract and Tuition Payment Preference Form are due two weeks after the acceptance date. The signed enrollment contract, reservation deposit and Tuition Payment Preference Form guarantee the applicant a place in next year's class. Parental obligation is irrevocable effective June 15<sup>th</sup> unless notification is received in writing prior to that date.

The Board of Trustees offers three payment options.

- Tuition is due in full by July 1
- 60% due by July 1, 40% due by November 1
- Ten tuition payments July-April

Financial aid is awarded on the basis of demonstrated financial need. The school uses FACTS Grant & Aid Assessment as a means of obtaining an objective analysis of each family's financial need. Award decisions are not made by FACTS as they simply provide us with data in order to fairly distribute financial aid awards. The school has a small, confidential committee which reviews the assessment figures provided by FACTS in order to provide tuition grants to as many students as we can. Families wishing to apply for financial aid should indicate that on the back of the application for admission. Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by a specific date. To keep the cost down for all applicants, paper applications are not available. If assistance is needed, you should contact the business office as soon as possible. Applicants may apply online beginning in mid-January of the upcoming year at [www.factstuitionaid.com](http://www.factstuitionaid.com). All deadlines must be adhered to, as financial aid is available on a limited basis. Typically, no student is awarded assistance in excess of 50% of the total tuition; however, exceptions have been made on a case by case basis. All consideration of financial aid is kept confidential and does not affect how a student is considered in the application process. Students who receive financial aid are required to re-apply each year. Renewal of aid is based on proof of continued financial need. In the case of divorced or separated parents, the incomes of both biological parents and stepparents are considered. Being admitted does not guarantee financial aid.

**Christ Episcopal School 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 or disability in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.**