



APPLICATION FOR ADMISSION

ABOUT OUR SCHOOL

City Academy provides children in the greater St. Louis metropolitan area with access to a rigorous and inspiring academic program. We believe that a family's income should not determine a child's educational opportunities. City Academy primarily serves promising children who are least likely to have access to a high-quality, affordable education. We provide scholarships to inspire scholarship—and we partner with families to prepare children to succeed in school and in life.

ADMISSIONS POLICY

City Academy is a private, independent elementary school. Financial assistance is offered to qualified families following their child's acceptance into the City Academy program. **The families of all City Academy students pay some tuition; the amount is based on the family's income.** City Academy admits qualified candidates without regard to gender, race, color, creed, religion, or ethnic origin.

Our admissions process encourages open discussion between prospective families and the Admissions Committee. Prospective families need to become acquainted with the mission and philosophy of City Academy. It is also important for the Admissions Committee to become familiar with the academic and personal qualities of each student as well as the characteristics and values of his or her family. The final placement decision is based on completion of the admissions application, student and parent interviews, teacher recommendations, school records, day visit, and testing.

Once the Admissions Committee has accepted a child, the Financial Aid Committee determines the amount of scholarship to be awarded. **If a family's Financial Aid Form is incomplete, their child could receive less scholarship assistance than he or she otherwise might have been awarded.**

For more information, please contact City Academy at (314) 382-0085.

4175 North Kingshighway • Saint Louis, Missouri 63115
Phone: 314.382.0085 • Fax: 314.382.0228
Web: www.cityacademyschool.org

APPLICATION PROCESS

STEP ONE: *Application Form*

After you have completed the application and parent perspective form, please return it to City Academy along with your child's birth certificate and social security card. Please note the Application deadline is **January 31, 2012**. We strongly encourage early submission of applications.

STEP TWO: *Release of Information & Confidential Teacher Recommendation*

Please send these forms to your child's current school. Request that a copy of all transcripts and test scores, from Kindergarten to present grade, be sent to City Academy. Applications will not be considered complete without this information.

*****This information must be sent to City Academy directly from the school and will not be accepted if handed in by applicant's family.**

STEP THREE: *Assessment & Visit*

As part of the application process, your child will complete an assessment and day visit at City Academy. This process will allow us to access your child's social and academic readiness for our program. The assessment can be taken on either **January 21, 2012** or **February 4, 2012**. In order to participate in the assessment, applications must be submitted prior to the testing date.

If your child is applying to junior kindergarten through first grade, the day visit and assessment will occur on either one of the dates you choose as listed above. If your child is applying to second through sixth grade, (s)he will need to register for one of the assessment dates above as well as a day visit.

STEP FOUR: *Financial Aid Form*

The financial aid form must be completed by **February 15, 2012**. The applicant's **most recent W2s and 2010 1040** must be submitted with the form. Please be thorough!

STEP FIVE: *Notification of Decision*

Notification of the school's decision will be mailed on the second week of March.

TUITION AND FINANCIAL AID

Payment of Tuition:

Tuition payments begin in May and are due on the 5th and/or 20th of each month. Payments can be made in a variety of ways. Once accepted, payment details will be arraigned. All payments must be made on schedule for a family's account to remain in good standing. Tuition account balances may not be carried from year to year.

How does the Financial Aid Process Work?

- It is essential to the application process for you to thoroughly complete the financial aid form.
- The financial aid form must be completed by February 15, 2012. The family's most recent W2s and 2010 1040 must be submitted with the form.
- If your child is accepted, the Financial Aid Committee will review the submitted financial aid materials and assess the scholarship award amount for your child, based on your family's financial need.
- Financial aid letters will be mailed with acceptance letters.

******Any areas of the form that are left blank will result in a delay in financial assistance and possibly less scholarship assistance than your child might otherwise have received.**

For more information, please contact City Academy at (314) 382-0085.

OTHER INFORMATION

Is the applicant able to meet the essential performance requirements of the program either with or without accommodations (e.g. health, learning style, etc.)?

Please explain any irregularities that are part of the applicant's education history, including withdrawal, suspension, skipped grades, repeated grades, or frequent change of schools.

Answering "no" to these questions will not negatively affect the Admissions Committee's consideration of your child's application:

Do you have regular access to the Internet (at home, work, library, or elsewhere)? *Please circle your answer.* Yes No

Do you use e-mail frequently? *Please circle your answer.* Yes No

If yes, what is your e-mail address? _____

STATEMENT OF CONFIDENTIALITY

It is the policy of City Academy that all information received regarding a candidate's application for admission be treated with complete confidentiality. Only authorized school personnel have access to such information and then only to the extent that the information is relevant to admission and placement decisions. Information received within the scope of this policy is not disclosed to the applicant or to the applicant's family.

Signature of Mother (or Guardian) Date _____

Signature of Father (or Guardian) Date _____

Please enclose a recent photograph of the applicant.