

# APPLICATION GUIDELINES



*Cornerstone Christian Academy welcomes your interest in our school! At CCA you will find a stimulating environment that encourages a love for learning and the development of Christian character. This document describes the student application process and our Admission policies. If you have any questions, please contact the Academy Office at (309) 662-9900.*

## VISITING THE SCHOOL

CCA has several opportunities for parents and students to have a first hand look at our school. The Educational Foundations Meeting is held in January for currently enrolled preschoolers and is for parents of children turning five by the next September 1<sup>st</sup>. We also welcome you to arrange a tour, visit a classroom, or have your student attend for a partial day. Call the Academy Office to set your appointment.

## COMPLETING THE APPLICATION

Applications/Preschool Enrollment Forms are accepted as follows: After January 31<sup>st</sup>, applications/Preschool Enrollment Forms from prospective students are accepted. In order to evaluate the student applying, the following must be included:

1. A completed application or Preschool Enrollment Form with appropriate fee attached.
2. A completed Student Application (grades 9-12).
3. A copy of the student's most recent report card.
4. Three (3) Student Recommendation Forms must be sent by the parent to the student's current teacher(s). One (1) Student Recommendation Form is required for kindergarten applicants.

5. A signed "Records Release Form" found in application packet.
6. Return this information to the Academy Office, Cornerstone Christian Academy, P.O. Box 1608, Bloomington, IL 61702-1608.

**Please note: Applications will not be considered unless they are complete.**

**Once your application file is complete with the above information, an assessment will be made to determine the next steps. Applicants being considered for acceptance may sit for testing and will have a family interview.**

## ENTRANCE TESTING

Upon receipt of the application, an applicant may be scheduled for a diagnostic academic examination appropriate to the grade level. The exam includes parts of the Stanford Achievement Test for grades 1-8. The exam for High School applicants consists of the Math Placement Test. All kindergarten applicants will be scheduled for the Gesell Developmental Assessment test. The Academy Office will notify the applicant of testing dates.

## FAMILY INTERVIEW

Once the application packet is received, the family will be contacted for a family interview which will be conducted by an administrator. Both parents are urged to attend with their student(s). This is the time to learn more about CCA's distinctive education program and philosophy, to discuss your child's curriculum, needs, and expectations for student life.

## ACCEPTANCE

Once a student has been accepted, the following forms must be submitted to the Admissions Office:

1. A copy of the student's birth certificate
2. A \$150.00 registration fee for each student must be received by the Admissions Office within two weeks of acceptance, accompanied by the tuition contract with payment plan selected.
3. A signed School Covenant
4. A non-refundable tuition deposit of \$500 due by May 31<sup>st</sup> or within two weeks, whichever is later.

Realizing that CCA may not be the ideal match for every student, acceptance decisions are approached with prayerful consideration. In general, each level of the Academy builds on all others. Therefore, admission at the various levels also builds on others:

- Preschool – First come, First served
- Grades K-5 – Application
- Grades 6-8 – Application & Ability
- Grades 9-12 – Application, Ability, Achievement & expressed desire to attend

The school reserves the right to retract an offer of admission to a student previously accepted if the final transcript reveals performance or behavior that is unacceptable to CCA's standard for admission or if any information on the original application is found to be false.

## STUDENT ASSISTANCE

A limited amount of student assistance is available to families with need. The student assistance application is available in the Academy Office. Assistance awards can amount to no more than ½ of the tuition cost. Nearly 25% of CCA students receive some form of assistance.

## NON-DISCRIMINATORY STATEMENT

Cornerstone Christian Academy does not discriminate against students of any gender, race, color, nationality, or ethnic origin in its admission of educational policies or its scholarship, athletic or other school-administered programs.

## WHERE CCA IS LOCATED

Directions: Take Business 55 (Veteran's Parkway) to Ireland Grove Road. Proceed east on Ireland Grove Road for nine miles. CCA's campus facility is located on the right.