



**New Covenant Christian Academy's
Application for Admissions 2011-2012
Diploma Program**

19146 Molalla Ave., Oregon City, OR 97045
#503.650.5282 info@basicskills.net www.basicskills.net

For office use only:
Date Rec'd _____
DP App Fee \$ _____
Tuition: \$ _____
Ck# _____ PayPal
Processed by: _____

Diploma Program Instructions

Thank you for your interest in *New Covenant Christian Academy*, the educational branch of Basic Skills. We are committed to providing quality academic programs for home schoolers. The application process is as follows:

Mail or email **all** of the following items to New Covenant Christian Academy:

1. A completed **Application for Admissions** (this document).
2. An **Achievement Test Report**, taken within the last twelve months (if available).
3. A **report card and/or transcript** from previous schools (if available).
4. A non-refundable **application fee of \$63.00 payable by check, credit card, or by creating a payment plan. Once enrollment is finalized the balance of your tuition must be either paid in full**, (by check, credit card, or through PayPal) **or by a monthly payment plan** of \$38.00 per month (starting Sept 1st) through PayPal (please visit our website to access this option).

Diploma Program Fees
Application Fee: \$63.00
Tuition Fee: \$342.00
(Tuition fees can be paid in 9 monthly payments of \$38.00 through PayPal. Please visit the website to create an account)

Once the above items are received, the application process is complete and the applicant's file will be reviewed. Our office will call to schedule an interview (either by phone or in person) with the applicant and a parent (both parents are welcome). Each applicant is carefully considered for admission. Course planning and graduation requirements will be discussed during the interview. If transferring units, additional consultation time will be charged at \$50 per hour (minimum charge of \$50 per year transcribed). While application fees are non-refundable, should your application be rejected, full tuition will be refunded.

If you have questions at any point during the application process, please call the NCCA and Basic Skills office at 503.650.5282 or email at info@basicskills.net. We look forward to meeting you.

Sincerely,

Curt Bumcrot
Director

Student Information

STUDENT'S FULL NAME: _____
(Last) (First) (Middle)

Grade Entering: _____ Present Age: _____ Date of Birth: ___/___/___ Place of Birth: _____
(City, State)

Home Address: _____ Home Phone: _____

(City) (State) (Zip)

School now attending or last attended: _____
(Name of School) (City, State)

(Phone Number)

Grades attended: _____ Reasons for leaving: _____

Family Information

Student lives with: *(check all that apply)*

Father Mother Grandparent(s) Stepfather Stepmother Guardian

Student's parents are:

Married Separated Divorced Father is deceased Mother is deceased

Father's Name: _____

Mother's Name: _____

Occupation: _____

Occupation: _____

Employed by: _____

Employed by: _____

Work Phone: (____) _____

Work Phone: (____) _____

Email: _____

Other Information

How did you first learn about the Diploma Program provided by NCCA? *(check all that apply)*

Have previously received services or attended classes Received Mailer Family currently enrolled

Support Group, name of group: _____ Other: _____

Most important factors influencing your decision to apply for the Diploma Program:

(Check all that apply)

Quality academic instruction Biblical perspective Accountability

Recommendation of other family Other: _____

What is your church affiliation?

Church Name: _____

Denomination: _____

Academic Evaluation

(Can be filled out by a parent)

- Please rate the applicant in the following areas by checking the appropriate box:

| | <i>Excellent</i> | <i>High</i> | <i>Average</i> | <i>Low</i> | <i>Very Low</i> | <i>Unknown</i> |
|----------------------------|------------------|-------------|----------------|------------|-----------------|----------------|
| Overall academic ability | | | | | | |
| English skills | | | | | | |
| Science aptitude | | | | | | |
| Social Studies aptitude | | | | | | |
| Math skills | | | | | | |
| Involvement outside school | | | | | | |
| Respects authority | | | | | | |
| Emotional stability | | | | | | |
| Social adjustment to peers | | | | | | |
| Demonstrates leadership | | | | | | |
| Responsibility | | | | | | |
| Honesty | | | | | | |
| Hard working | | | | | | |
| Motivation | | | | | | |

- Please add any additional comments regarding the above areas that might be helpful:

Enrollment Commitment/Payment Agreement

Tuition may be paid in full with this enrollment or by nine payments each month through PayPal. For those who wish to pay in full at the time of enrollment, payments can be made by cash, check, and credit or debit card over the phone or online. Grade reports, transcripts, and diplomas will be withheld if there is an outstanding balance.

Objective: To assist the above-named family in the education of their students at home for the duration of their enrollment.

Basic Skills Commitments

We will provide the above named family with:

- Assistance with course and curriculum selection
- Two 45 to 60 minute advising and evaluation sessions at the end of each semester
- Two 30 to 45 minute advising sessions at the parent's request at the end of first and third quarters
- A report card for students in grades 7-8
- A transcript for students in grades 9-12
- Complimentary achievement testing
- Telephone/e-mail support to answer brief questions throughout the year.
- Unlimited letters of recommendation to colleges
- Unlimited transcript creation as requested by prospective colleges and universities.
- Transfer of all previous earned credits
- Maintenance of your academic record for future access indefinitely
- Credit recovery and transcribing of previous school years at a special hourly rate

- Additional appointments, if requested by the parent, at a special hourly rate.
- A diploma awarded at a commencement ceremony when graduation requirements are met

Family Commitments

Your signature below confirms:

1. That you have read and agree to follow the procedures in the NCCA Diploma Program Handbook.
2. That all tests and quizzes will be closed-book and without help relative to the concepts being evaluated – unless otherwise approved by your Diploma Program Advisor.
3. That all work recorded on the *Record of Grades* form is scored and recorded only by a parent; that all work recorded on the *Course Journal* is confirmed and totaled by a parent.
4. That Basic Skills Assessment & Educational Services/NCCA are advisory and supportive only and that the above-named family bears sole responsibility for the use and implementation of these services.

We agree to follow the above standards.

Parent Signature

Date

Student Signature

Date