

# REGENTS SCHOOL OF CHARLOTTESVILLE

## ADMISSIONS PROCESS

### **SCHEDULE A TOUR -- ATTEND AN OPEN HOUSE**

For most families, the application process begins with an introduction to our school. You may have heard about us from friends, family, fellow church members or perhaps you located us online. We recommend you schedule a tour and classroom observation to learn more about our school and community. This is a great way to see Regents students in their active learning environment. If timing allows, attend one of our Open Houses. These evenings allow a comprehensive look at our growing K-12 program, with our faculty available for your questions. Simply phone or email our Admissions Director at 434-293-0633 or [admissions@regents-school.org](mailto:admissions@regents-school.org) and she will gladly engage you in the process.

### **UNDERSTANDING US**

We want your family to fully embrace classical Christian education and the ways it is implemented here at Regents. In order to make the most of your partnership with us, it is important to understand what we do and why we do it. We require all families to read one of the following books prior to their interview:

*Classical Education* by Gene Edward Veith, Jr. and Andrew Kern

*The Case for Classical Christian Education* by Doug Wilson.

*An Introduction to Classical Education: A Guide for Parents* by Christopher A. Perrin

These books may be purchased online. Please let our front office know if you are having trouble locating them.

### **PRAYER**

Prayerfully consider your family's needs for education and whether those needs would best be met by Regents School of Charlottesville.

### **SUBMIT AN APPLICATION**

Your admissions file is opened once we receive a completed application and fee. For each applicant we also require a copy of a birth certificate, family picture, principal recommendation form, teacher recommendation form, and student academic records for the current and previous two years. These forms are available by clicking in the bars on the left side of the Admissions page.

## **OBSERVATION AND TESTING**

Students applying for grades K-9 participate in an academic/developmental assessment administered by Regents. Results are submitted to the Admissions Committee. You will be contacted for a testing appointment.

## **THE INTERVIEW**

The family or parent interview is an important part of the admissions process. Once all paperwork and testing is complete, we meet with both parents (and students applying to grades 7-12). The interview provides a time for us to get to know one another more personally and an opportunity for you to ask questions. Throughout the Regents admissions process we hope to be able to determine if your family's educational goals are compatible with the school's methods and philosophy. Parents will need to have read the required reading prior to the scheduling of the interview.

## **WHEN TO APPLY**

Ideally, the process begins in the fall of the academic year prior to the year your student hopes to attend. Applications for the 2018-2019 school year are due by February 1, 2018. Parents will be notified of admission decisions by mail on or before March 1, 2018. All paperwork, interviews and testing must be complete by mid-February. After priority admissions are complete, applications are accepted and evaluated on a rolling basis and spaces are offered as available. If an applicant and family are found to be admissible but no space is available at that time you have the option of remaining in a waiting pool to be considered should a spot become available.

The Admissions Committee's decisions regarding placement are based on what is best for each child as they take into consideration the developmental needs of each child. Regents reserves the right to deny admission to any student if his or her ability, behavior, or emotional development indicates that he or she could not be best served by our school program.

## **ACCEPTANCE**

Upon notification of acceptance into Regents School of Charlottesville, parents will have 10 days to return the enrollment agreement and first half of tuition to guarantee a space for the 2018-2019 school year. The second tuition payment is due by August 1, 2018.

Regents School of Charlottesville 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. Regents does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarships, loan programs, or other school-administered programs.

APPLICATION REQUIREMENTS AND FORMS:

ADMISSIONS REQUIREMENTS

KINDERGARTEN:

- Application
- Application Fee of \$125 (non-refundable)
- Teacher Questionnaire for K-1
- Copy of Birth Certificate
- Recent family photograph no larger than 4x6

FIRST GRADE:

- Application
- Application Fee of \$125 (non-refundable)
- Teacher Questionnaire for K-1
- Principal/Headmaster/Guidance Counselor Questionnaire
- Records Release accompanied by current and previous records
- Copy of Birth Certificate
- Recent family photograph no larger than 4x6

GRADES 2-4:

- Application
- Application Fee of \$125
- Teacher Questionnaire for 2-6
- Principal/Headmaster/Guidance Counselor Questionnaire
- Records Release accompanied by current and previous records
- Copy of Birth Certificate
- Recent family photograph no larger than 4x6

GRADES 5-6:

- Application
- Application Fee of \$125
- Teacher Questionnaire for 2-6
- Principal/Headmaster/Guidance Counselor Questionnaire
- Records Release accompanied by current and previous records
- Copy of Birth Certificate
- Recent family photograph no larger than 3x5
- Regents entrance exam

GRADES 7-12:

- Application
- Application Fee of \$125
- Student Questionnaire

- Math Teacher Questionnaire
- English Teacher Questionnaire
- Principal/Headmaster/Guidance Counselor Questionnaire
- Records Release accompanied by current and previous records
- Copy of Birth Certificate
- Recent family photograph no larger than 4x6
- Regents entrance exam

Students applying for grades 7-12 must provide official transcripts. These transcripts must include grades and comments for all grading periods from the current and previous school years. For any student accepted to Regents, second semester grades must be received prior to a schedule being issued.

### IMPORTANT DATES

#### **Current Families:**

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|-------------------|--|
| February 1, 2018  | Sibling applications and application fees due (\$125)<br>Financial assistance applications due                         |
| February 20, 2018 | Re-enrollment agreements due for current families along with curriculum fees. First half of tuition due March 1, 2018. |

#### **Prospective Families:**

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|------------------|---|
| February 1, 2018 | New family applications and application fees due (\$125)<br>Financial assistance applications due |
|------------------|---|

#### **All Applying Families:**

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|------------------|---|
| February 1, 2018 | All required items due (school forms, picture, birth certificate) |
| March 1, 2018    | All applying families notified of Admissions Committee decisions  |
| March 10, 2018   | Signed enrollment agreements and payments for new students due    |

- **Priority consideration** is given to prospective families who submit applications on or before February 1, 2018. Applications received after this date will be considered as openings are available. Application fees are non-refundable.
- Qualified siblings of students continuing in the school and in good standing receive priority when their applications and required forms are received by the due dates.
- Regents is committed to providing need-based financial aid, assisting students who otherwise would not be able to benefit from a Regents' experience. Please request a financial assistance

packet or visit with the Admissions Director for more information. An application for financial assistance should happen concurrently with the admissions application.

- Submit questionnaire forms to the applicant's current teacher(s) and administrators. These forms should be mailed from the applicant's current school directly to the Admissions Office at Regents.
- Applicants for grades 7-12 must complete the Student Questionnaire.
- After receiving the completed application and fee, parents will be contacted to schedule a date for a student assessment (grades K-12).
- Parents will be scheduled for an interview. Students applying for grades 7-12 will also be interviewed. Parents should be familiar with classical Christian education, which will be discussed during your interview. We require both parents to read one of the following books related to classical Christian education: Douglas Wilson, *The Case for Classical Christian Education* or Gene Edward Veith, Jr. and Andrew Kern, *Classical Education*.
- After all application forms are received and reviewed, the Admissions Committee will render decisions and parents will be notified. If an offer is made, an enrollment agreement will be sent. This agreement, along with 50% of the tuition and the full curriculum fees are due within two weeks. The remaining tuition is due by August 1, 2018. Payment terms for financial assistance applicants are unique.

PLEASE SUBMIT THE FOLLOWING TO THE REGENTS SCHOOL OFFICE

**Kindergarten:**

- Application
- Application fee of \$125 (non-refundable)
- Teacher Questionnaire
- Copy of birth certificate
- Recent family photograph

**Grades 1-4:**

- Application
- Application fee of \$125 (non-refundable)
- Teacher Questionnaire

- Principal/Headmaster/Guidance Counselor Questionnaire
- Records Release accompanied by required records
- Copy of birth certificate
- Recent family photograph

**Grades 5-6:**

- Application
- Application fee of \$125 (non-refundable)
- Teacher Questionnaire
- Principal/Headmaster/Guidance Counselor Questionnaire
- Records Release accompanied by required records
- ISEE entrance exam results
- Copy of birth certificate
- Recent family photograph

**Grades 7-12:**

- Application
- Application fee of \$125 (non-refundable)
- Student Questionnaire
- English Teacher Questionnaire
- Math Teacher Questionnaire
- Principal/Headmaster/Guidance Counselor Questionnaire
- Records Release accompanied by required records
- ISEE entrance exam results
- Copy of birth certificate
- Recent family photograph

Students applying for grades 7-12 must provide official transcripts. These transcripts must include grades and comments for all grading periods from the current and previous two school years. For any student accepted to Regents, second semester grades must be received prior to a schedule being issued.