

## Admissions Process Checklist

- \_\_\_ 1. Visit our website, [www.cvillecatholic.org](http://www.cvillecatholic.org), for comprehensive information about Charlottesville Catholic School.
- \_\_\_ 2. Call CCS Admissions Coordinator at (434) 964-0400 to schedule a tour at your convenience. The dates of our Fall and Winter Open Houses for prospective parents are posted on our website.
- \_\_\_ 3. Complete and submit an Application for Admission. CCS begins accepting applications for the upcoming school year on October 1st. Applications received by February 1st are reviewed for the first round of acceptances. Applications received after February 1st will then be considered as spaces remain available. Application must include:
  - \_\_\_ Parent/guardian signature
  - \_\_\_ Completed Transcript Request Form (not required for Pre-kindergarten)
  - \_\_\_ Application Fee (check or cash): \$100 for one application  
\$175 per family for 2 or more applicants
- \_\_\_ 4. Parent or guardian of admitted students must present the following:
  - \_\_\_ Student's original Birth Certificate. Please present the original certificate with raised seal to the CCS office. Staff will record the Birth Certificate number in the student's file and immediately return the certificate to you.
  - \_\_\_ Up to date School Entrance Health Form. All students must have a completed School Entrance Health Form, including a complete physical and up to date immunizations, dated within one year of the start of kindergarten. A record of the Tdap immunization is required prior to sixth grade.
  - \_\_\_ Social Security number if not included on Application for Admission.

## Important Dates: Tuition and Financial Scholarships

- October 1st – February 1st: Applications for the following school year are accepted and considered for the first round of enrollment contracts offered beginning in mid-March. Any applications received after this date will be considered as spaces remain available.
- Late February: CCS begins sending pre-kindergarten acceptance letters. Applicants have one week to accept offer of admission. CCS will continue to offer contracts as seats remain available.
- Mid-March: CCS begins offering admission to new applicants for grades K-8. Applicants have one week to accept the offer of admission. Instructions regarding submission of a FACTS Grant and Aid Application on-line are included with enrollment contracts.
- Financial Aid decisions for new families will be made in a timely fashion after the school has received the FACTS analysis report.
- May 1st: 30% of total Tuition due or FACTS Tuition Management Program forms completed and returned to CCS. No tuition refunds or cancellation of FACTS agreement can be made after this date.
- May 2nd: Non-paid seats will be filled.
- July 1st: Balance (remaining 70%) of tuition due.

# Charlottesville Catholic School

## Application for Admission

Please complete and return one application per student  
with application fee (non-refundable) as follows:  
\$100 for 1 applicant OR \$175 per family for 2 or more applicants

For each kindergarten through eighth grade applicant, we ask that you complete a Transcript Request Form (this form is not necessary for pre-K applicants). Applications for the following school year are accepted October 1-February 1 and will be considered for the first round of new enrollment contracts in mid-March. Any applications received after February 1 will be considered as spaces remain available.

Name of Applicant: \_\_\_\_\_ M \_\_\_ F \_\_\_ Today's Date: \_\_\_\_\_

Name Preferred: \_\_\_\_\_ Applicant's Religion: \_\_\_\_\_

Applying for academic year: 20 \_\_\_ - 20 \_\_\_ Applying for grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

SS#: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Name of Family's Church: \_\_\_\_\_

Primary Home Email Address: \_\_\_\_\_

Name of public elementary school for which your home is districted: \_\_\_\_\_

Does applicant have siblings currently attending Charlottesville Catholic School? \_\_\_\_\_

Are parents separated? \_\_\_\_\_ divorced? \_\_\_\_\_ If yes, with whom does applicant live? \_\_\_\_\_

Who has legal custody? \_\_\_\_\_ Person responsible for tuition payment: \_\_\_\_\_

### Applicant's Medical Information:

Does your child have any special medical needs or chronic conditions of which the school should be aware?

\_\_\_\_\_  
\_\_\_\_\_

### Applicant's Educational History:

Name of school currently attending: \_\_\_\_\_

Does applicant have an IEP (Individualized Education Plan) or identified special learning needs? \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Has this applicant been suspended, dismissed or expelled from any other school? \_\_\_\_\_

If yes, please discuss with CCS administration.

**Father's Name:** \_\_\_\_\_ Religion: \_\_\_\_\_  
Address (if different from applicant's): \_\_\_\_\_  
Occupation: \_\_\_\_\_ Company: \_\_\_\_\_  
Business Phone #: \_\_\_\_\_ Cellular Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Other Adult Contact Living in Above Address:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Company: \_\_\_\_\_  
Business Phone #: \_\_\_\_\_ Cellular Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_ Religion: \_\_\_\_\_  
Mother's Maiden Name: \_\_\_\_\_  
Address (if different from applicant's): \_\_\_\_\_  
Occupation: \_\_\_\_\_ Company: \_\_\_\_\_  
Business Phone #: \_\_\_\_\_ Cellular Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Other Adult Contact Living in Above Address:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Company: \_\_\_\_\_  
Business Phone #: \_\_\_\_\_ Cellular Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**How did you hear about Charlottesville Catholic School?**

TV\_\_ Radio\_\_ Website\_\_ Referral\_\_ Drive By\_\_ Daycare Promotions\_\_ Print Ad\_\_  
Parent(s) / Relative of Graduate\_\_ Church Bulletins\_\_ Other\_\_

**Signature of a parent or legal guardian:** \_\_\_\_\_

Office Use Only: Verification of Original Birth Certificate: State _____ Certificate# _____ Verification of Parents: (check) _____ Application Check #: _____ Date Application Received: _____ Date: _____ Initials: _____
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## Tuition and Payment Information

Charlottesville Catholic School uses a “Cost-Based / Need-Based” tuition model for setting the standard tuition rate.

The “cost-based” concept encourages schools to do three things. First, determine the true cost of education and calculate the actual cost per pupil. Second, establish that calculated cost as the standard tuition rate. And third, convert third party fundraising dollars to a more targeted need-based tuition aid.

While we are aware that tuition is a significant investment in your child’s education, please note that CCS’s tuition rate is simply the cost to educate your child, no more, no less. In an aim to reduce this burden, we offer substantial multi-child discounts (see CCS website for current information: [www.cvillecatholic.org](http://www.cvillecatholic.org)). Need- based tuition aid is also available.

## Tuition Payment Schedule

**Option 1:** Split Payment Plan. 30% payment due by May 1st and balance paid by July 1st. No administrative or insurance fees. Payments are made directly to the school by cash or check. Credit card payments cannot be accepted.

OR

**Option 2:** FACTS Tuition Management Plan. Bi-annual, quarterly and 10 month plans are available. There is a fee of 4% to use FACTS which will be added to your total tuition. Tuition payments via bank withdrawal will begin in July prior to fall enrollment. Completed FACTS form (available in the school office) is due by May 1st. Tuition Payments by automatic withdrawal are for 10 months (July-April).

## Financial Grant and Aid

To apply for Financial Grant and Aid, go to [www.factstuitionaid.com](http://www.factstuitionaid.com) to complete an on-line application. All information provided will be kept strictly confidential.

We emphasize that our goal is to make Catholic education fully accessible to our community. The “Cost-Based/Need Based” tuition model focuses on providing the greatest level of financial aid possible.

In keeping with the Diocese of Richmond’s goal to keep the cost of Catholic education as affordable as possible, CCS is, and shall remain, one of the most cost effective institutions among Charlottesville’s private schools, as well as the Diocese of Richmond’s regional Catholic schools.

# CHARLOTTESVILLE CATHOLIC SCHOOL

## TRANSCRIPT RELEASE FORM

CCS REQUESTS COMPLETE STUDENT TRANSCRIPTS SO THAT WE MAY REVIEW OUR APPLICANTS' ACADEMIC HISTORY WHEN CONSIDERING THEM FOR ENROLLMENT IN OUR SCHOOL. THEREFORE, OUR REQUEST FOR TRANSCRIPTS IS NOT NECESSARILY AN INDICATION THAT THE STUDENT HAS BEEN ACCEPTED TO OUR SCHOOL OR IS LEAVING HIS OR HER CURRENT SCHOOL.

**Parent or Guardian:** In order to obtain your child's complete transcript for our records, please complete this form and return it to Charlottesville Catholic School.

**NAME OF STUDENT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
STREET ADDRESS  
\_\_\_\_\_  
CITY STATE ZIP

**DATE OF BIRTH:** \_\_\_\_\_

**SCHOOL NAME:** \_\_\_\_\_

**SCHOOL ADDRESS:** \_\_\_\_\_  
STREET ADDRESS  
\_\_\_\_\_  
CITY STATE ZIP

**SCHOOL PHONE:** \_\_\_\_\_ **SCHOOL FAX:** \_\_\_\_\_

**INFORMATION TO BE RELEASED:**

- All scholastic records
- All standardized test scores
- All health records
- Other: Any additional educational/psychological tests, including confidential data.

**AUTHORIZATION STATEMENT AND SIGNATURE:**

I authorize \_\_\_\_\_ to release the information requested  
(NAME OF SCHOOL)

above to Charlottesville Catholic School.

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**PLEASE MAIL THE REQUESTED DOCUMENTS TO:**

Charlottesville Catholic School  
Attn: Admissions Coordinator  
1205 Pen Park Rd.  
Charlottesville, VA 22901  
PH: 434-964-0400 FX: 434-964-1373