



## Application Checklist

2024-2025

### FORMS, RECORDS, and FEES

- ☐ Application for Admission (found on our website at [www.PCSVirginia.org](http://www.PCSVirginia.org)).
- ☐ \$250 non-refundable application fee per student
- ☐ \$500 non-refundable Annual Student Fee for K-12<sup>th</sup> grade/\$300 non-refundable Annual Student Fee for ½ Day Kindergarten per student upon acceptance to PCS
- ☐ \$150 non-refundable enrollment fee per student upon acceptance to PCS
- ☐ Records Release Form
- ☐ Copies of all previous and current report cards
- ☐ Copies of all standardized test results (grades 3-12)
- ☐ Copy of birth certificate
- ☐ Copy of Immunization records
- ☐ 2 student recommendations (Math teacher and equivalent to Humane Letters teacher (grades 3-12))
- ☐ Written recommendation from the Head of School or Principal (grades 3-12)
- ☐ Parent/Guardian Cooperation and Continuous Enrollment Agreement

### READINGS (Available on [www.PCSVirginia.org](http://www.PCSVirginia.org))

- ☐ Foundational Statements of Providence Classical School: Statements of Philosophy, Faith, and Creation
- ☐ Classical Education Overview
- ☐ Financial Schedule for Tuition 2024-2025
- ☐ Parent/Guardian Cooperation Agreement 2024-2025
- ☐ A Proper Understanding of the Parent/Guardian Cooperation and Continuous Enrollment Agreement

### INTERVIEWS AND STUDENT SCREENING

- ☐ Student screening (grades K-12)
- ☐ Student shadow day (optional) and student interview (grades 3-12)
- ☐ Parent Interview

### POST ACCEPTANCE

- ☐ Email parent/guardian regarding their child's enrollment status and placement in the form of an acceptance letter.
- ☐ Parents will have 3 calendar days from the date of the acceptance letter to complete the student's enrollment.
- ☐ Application for Enrollment
- ☐ \$150 non-refundable enrollment fee per student
- ☐ \$500 non-refundable Annual Student Fee for K-12<sup>th</sup> grade/\$300 non-refundable Annual Student Fee for ½ Day Kindergarten per student
- ☐ Signed Parent/Guardian Cooperation and Continuous Enrollment Agreement, payment preference, FACTS tuition enrollment, immunization/health form and any other necessary forms to complete the enrollment process.
- ☐ If enrollment is not completed within 3 calendar days, the application is put on hold and that space is no longer held or guaranteed. Upon late receipt of the above, the student is granted a spot only if one is available at the time of receipt.
- ☐ If the student is **withdrawn between the time of enrollment and August 19, 2024** the parents will be responsible for paying one semester's tuition and required fees. If an enrolled student is **withdrawn any time after August 19, 2024** the parents will be responsible for paying the full year's tuition and required fees.

### FINDING ANSWERS

Please contact the school office at any time with any questions you may have.

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FAX: (757) 565-3720

Website: [www.PCSVirginia.org](http://www.PCSVirginia.org)

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