



## Basic Skills Assessment & Educational Services

### New Covenant Christian Academy

#### 2016-2017 Application for Admission: Grades 7-12 Diploma Program

#### 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.

#### **Diploma Program Fees**

Application Fee: \$63.00  
Tuition Fee: \$396.00  
(Tuition fees can be paid in 9 monthly payments of \$44.00 through PayPal. Please visit the website to create an account.)

**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 \$44.00 per month** (starting no later than September 1<sup>st</sup>) **through PayPal** (please visit our website to access this option).

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](mailto:info@basicskills.net). We look forward to meeting you.

Sincerely,

Curt Bumcrot

Director

*For office use only:*  
 Date Rec'd \_\_\_\_\_  
 DP App Fee \$ \_\_\_\_\_  
 Tuition \$ \_\_\_\_\_  
 Ck # \_\_\_\_\_ Cash   
 PayPal  Cr.Card   
 Processed by: \_\_\_\_\_

### 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. If home schooled, simply write 'Home Schooled':  
 \_\_\_\_\_  
 \_\_\_\_\_ (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: (\_\_\_\_) \_\_\_\_\_  
 Best Contact 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  Social Media  Family currently enrolled  
 Support Group or Co-op: \_\_\_\_\_  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  Transcript  Other: \_\_\_\_\_  
**What is your church affiliation, if any?**  
 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 maturity						
Social adjustment to peers						
Demonstrates leadership						
Responsibility						
Honesty						
Hard working						
Motivation						

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

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### 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
- Telephone/e-mail support to answer brief questions throughout the year.
- One letter of recommendation that can be submitted to an unlimited number of colleges
- Completion of applications for scholarships, early admissions, etc. may be subject to additional charges
- Unlimited transcript creation as requested
- Maintenance of your academic record for future access indefinitely
- Credit recovery and transcribing of previous school years at an 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 have read, understood, and agree to both Basic Skills and Family Commitments listed above.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date