



# ADMISSIONS PROCEDURES

The following is a list of procedures and deadlines that will guide you in applying for enrollment at Evangel Christian Academy.

## TUITION

*1st-5th grades* \$5,050.00  
(\$505.00/month)

*6th-12th grades* \$5,250.00  
(\$525.00/month)

## FACTS ENROLLMENT FEE

**\$41.00**

## ENROLLMENT FEES

<i>New Student Fee</i>	\$25.00
<i>Registration</i>	\$75.00
<i>Book Usage</i>	\$200.00
<i>Activity Fee</i>	\$35.00
<i>Security Fee</i>	\$25.00
<i>Total</i>	\$360.00

## CHARACTER REFERENCES

Obtain two (2) Character Reference Letters from the following individuals: (The letters may be mailed, e-mailed, faxed, or brought in by a parent or student.)

1. One reference from a **recent teacher**
2. One reference from the **Pastor** of the church you attend. (Character Reference Letters will be matched up directly with applications on file or held until an application is received. We suggest that you contact the school well in advance of the interview date to verify receipt of all references.)

## APPLICATION

Return Character References and the information listed below to the Admissions Office as soon as possible.

- 2011-2012 Application for Admission (Completed and signed by Student and Parent/Guardian)
- Students **applying for grades 1-9**: current report card from the previous grading period.
- Students **applying for grades 10-12**: an unofficial transcript showing all high school credits previously received.
- Copy of current immunization records
- State certified birth certificate
- Enrollment Fees
- Recent Photograph
- Personal Testimony from Parent
- Personal Testimony from student (applying for 6th-12th)
- Character Reference letters as required (see above)

## Admissions Packet

Thank you for your interest in Evangel Christian Academy. We are delighted to share with you our vision for our school and our students both spiritually and academically. We are unapologetically Christian and we believe every student should be challenged academically. If Jesus is the foundation, then everything else will fall into place. Admission is open to students of any race, color, and national or ethnic origin who desire a Christ centered, challenging curriculum.

Evangel's accreditation is through the Association of Christian Teachers and Schools (ACTS), the North Central Accrediting Association and the State of New Mexico. Our graduates have received scholarships to colleges all across the country including four-year ROTC scholarships, UNM President's Scholarship, National Merit Scholarships, and Service Academy Appointments.

This admission packet seeks to identify individuals who are a good fit with the school. We seek families with goals for their children that are aligned with the vision of the school. A primary motivation for applying to Evangel Christian Academy should be to reinforce the Christian world-view in the hearts and minds of the children.

Included in this admission packet is information about the school. There is much about the school that cannot be covered in the context of these few pages. We invite you to contact the administrative staff for a personal tour. An interview is part of the admission process.

The admission process starts by filling out this packet and turning it in to the school office. An interview will then be scheduled and any testing required will be arranged. The admissions packet, interview, and test results will then be reviewed and an invitation to attend will be extended.

If you have any questions, the Evangel Administrative Staff is always available. Do not hesitate to call us at (505) 883-4674. We will join with you in prayer that God's will may be done in your child's life.

# ADMISSIONS PACKET 2011-2012



# Admissions Application 2011-2012

Please type or print ALL information requested.

**Applying for what grade in 2011-12**

**STUDENT'S FULL LEGAL NAME**

Student prefers to be called:

**Last:** \_\_\_\_\_ **First :** \_\_\_\_\_ **Middle:** \_\_\_\_\_

Student's Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ S.S. # \_\_\_\_\_

Date of Birth \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_ Place of Birth (City, County, State) \_\_\_\_\_

Church Home \_\_\_\_\_ Pastor \_\_\_\_\_

Previous School \_\_\_\_\_

Is this student a previous Evangel Student?    yes    no    If yes, last year attended \_\_\_\_\_    Grade \_\_\_\_\_

**SIBLING INFORMATION**

Names of Siblings	As of August, 2011		Current
	Age	Grade	School

**PARENT INFORMATION**

**Please check all appropriate boxes:**

<input type="checkbox"/> father deceased	<input type="checkbox"/> parents married <input type="checkbox"/> mother deceased	<input type="checkbox"/> parents divorced <input type="checkbox"/> mother remarried	<input type="checkbox"/> parents separated <input type="checkbox"/> father remarried
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**FATHER'S NAME** \_\_\_\_\_ Spouse \_\_\_\_\_ Home Phone \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Address (if different from student) \_\_\_\_\_ City, State, Zip \_\_\_\_\_

E-Mail address: \_\_\_\_\_ Father's Social Security # \_\_\_\_\_

Work Phone \_\_\_\_\_

**MOTHER'S NAME** \_\_\_\_\_ Spouse \_\_\_\_\_ Home Phone \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Address (if different from student) \_\_\_\_\_ City, State, Zip \_\_\_\_\_

E-Mail address: \_\_\_\_\_ Mother's Social Security # \_\_\_\_\_

Work Phone \_\_\_\_\_

**WHICH PARENT WILL BE RESPONSIBLE FOR RECEIVING THE MONTHLY TUITION BILL/STATEMENT?**

Mother \_\_\_\_\_ Father \_\_\_\_\_

**EMERGENCY CONTACTS:**

PERSONS, OTHER THAN PARENTS/LEGAL GURADIANS, TO BE CONTACTED IN CASE OF EMERGENCY: List two;

must be local and from separate households.

Name	Relationship	Home Phone	Cell or Work Phone
Name	Relationship	Home Phone	Home Phone

**INSURANCE COVERAGE/MEDICAL INFORMATION:**

AROUND-THE-CLOCK (24-HOUR) INSURANCE COVERAGE IS REQUIRED FOR ALL GRADES.

Name of Insurance Company	Covered under Father's Policy?	Covered under Mother's Policy?
Policyholder's Employer	Policy #	Patient #
Recommended Hospital	Doctor's Name	Phone #

**Does this student have any allergies?      Medical problems?      Take any medication on a regular basis?**

**If yes, please explain and/or list medication(s).**

**PARENT'S STATEMENT:**

Parents/Guardians of Student: Please give a brief, but comprehensive, statement of your reasons for sending your student(s) to a Christian School.

**HOW DID YOU HEAR ABOUT EVANGEL CHRISTIAN ACADEMY?** (Check primary source)

Yellow Pages Friend	Radio Relative	Newspaper Co-Worker	TV School Sign	Internet Other?
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**GRADES 8th - 12th ONLY:**

In order to meet all New Mexico Activities Association (NMAA) requirements, and to enable your student to play his/her desired sports for the 11/12 school year, the following information must be provided:

In what sport will this student be participating at Evangel Christian Academy?

Sports played during the 2010-11 school year at your current school? (Please indicate JV or Varsity)

Has this student repeated any grade (8th - 12th)?      yes      no      If so, what grade?

All students who transfer from another school within the State of New Mexico after the 9th grade will have to be petitioned through the NMAA by completing NMAA forms A,B, and C.

**ALL PARENTS AND STUDENTS:**

All students and parents are required to read the Student Handbook, including the "Standards of Conduct/Behavior Code," and to sign an acknowledgement of this reading. The acknowledgement will be placed in each student's permanent file. (Exception: If students are too young to read, parents should explain in the contents as appropriate.) We expect our students to be good examples of proper Christian behavior both on and off campus. Not supporting the Student Handbook is grounds for suspension or dismissal from school with tuition refund penalties. (See Tuition Refund Policy in the Student Handbook.)

**Student Signature** (Required for student applying for 2nd-12th grade)

I, the undersigned student, take responsibility for obtaining the current Student Handbook to familiarize myself with the information contained therein, including the Standards of Conduct/Behavior Code and dress code, and agree to abide by all the rules, regulations, and standards of Evangel Christian Academy and fully understand the discipline policies for failure to comply.

Student's Signature

Date

**Parent/Guardian Signature**

I, the parent or guardian of the above-named student, give permission for him/her to participate in school-sponsored activities away from Evangel Christian Academy premises. I will inform the school by written request should I choose to keep him/her from an activity or trip.

I hereby release Evangel Christian Academy and any above representative of the school from any liability or responsibility for injuries, damages or expenses that may occur to the above-named student arising from any school activity and I agree to indemnify and save harmless Evangel Christian Academy and any representatives of the school against any such claim for injuries, damages or expenses made by or on behalf of said student.

By signing this form, I am giving permission for my child to ride to class activities during school hours in school provided busses. If personal parent provided transportation is used, parent releases school from any liability associated with such transportation.

I understand in signing this statement that I agree to take responsibility for obtaining the current Student Handbook to familiarize myself with the information contained therein, to accept the rules and regulations of the school as stated in the current Student Handbook, including the Standards of Conduct/Behavior Code and Dress Code for grades K-12, and will carefully review these rules, regulations, and standards with my student as needed.

I, the parent or guardian of the above-named student, give my permission for an Evangel Christian Academy employee or designee to transport my student to a medical facility for emergency treatment.

Signature of Parent or Guardian

Date

What church do you attend?		
Name of Church	Address	Phone
Pastor's Name	Address	Phone
Does the family attend regularly? YES      NO		
Does at least one parent attend regularly? YES      NO      If only one, which one? _____		
Does your child participate in the youth/children's activities? YES      NO		
Does the family attend Sunday School regularly? YES      NO		
<b>Evangel Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to the students at the school.</b>		

For the purpose of requesting official transcripts, test scores, etc. from your current school, please fill in the following information:

School last attended:

Street address:

City, State, Zip:

School Phone Number

Student's Name:

Student's Birth Date:

2010-11 grade level:

Student's Street Address:

Student's City, State, Zip:

Parent or guardian signature:

For Office Use Only

I certify that I have witnessed and reviewed  
the original Birth Certificate for

D.O.B.

Signature

Attach Photo of  
Student Here

EVANGEL CHRISTIAN ACADEMY  
4501 MONTGOMERY BLVD., NE  
ALBUQUERQUE, NEW MEXICO 87109

ENROLLMENT AGREEMENT FOR  
20 -20 ACADEMIC SCHOOL YEAR

This ENROLLMENT AGREEMENT is made and entered into by and between the undersigned parent (s) or Responsibility party [ hereinafter referred to whether singly or plural as "Parent"] and the Evangel Christian Center Assembly of God of Albuquerque, Inc, d/b/a Evangel Christian Academy [hereinafter referred to as "Academy"].

WHEREAS, Academy operates a Pre-School and Primary and Secondary School; and WHEREAS, Parent desires to enroll Child(ren) in Academy's school.

NOW, THEREFORE, the parties hereto agree as follows:

- (1) Enrollment. Parent hereby enrolls \_\_\_\_\_ as a student in the Academy's school for the above mentioned school year. Parent agrees to pay for such enrollment as provided hereinafter and Academy agrees to enroll such student, subject to its rules and regulations and academic standards.
- (2) Payment Parent agrees to pay to Academy the sum of \$ \_\_\_\_\_ for registration and educational supplies for the above-mentioned academic year. Parent also agrees to pay tuition for the above-mentioned academic year, the tuition being an annual fee based on 180 actual classroom days. Tuition is divided by ten months equaling the monthly payment. Monthly tuition amounts are due through the FACTS Payment Program August-May of the current school year.  
Monthly \$ \_\_\_\_\_, totaling \$ \_\_\_\_\_ tuition for the academic year.
- (3) Additional Fees. Parent agrees to pay for Extended Care/Study Hall fees with each current month.
- (4) Delinquencies. In addition to the payments provided above, Parent agrees to pay the following charges:
  - a. Parent acknowledges that monthly payments are due on the first day of each month and are delinquent if not paid within ten days after such date.
  - b. Monthly payments paid after the 10th of each month will be assessed a 10 % late fee.
  - c. Any checks returned NSF will be charged a \$25.00 service charge.
  - d. Parent acknowledge that any payments not made by the 25th of each month will subject the student to immediate suspension.
  - e. Any accounts more than thirty days delinquent may be sent to an attorney for collection and all such accounts over thirty days delinquent shall bear interest at the rate of 18% per annum. Further, Parent agrees to pay such interest, court costs, and attorney fees associated with the collection of any amounts due under this Agreement.
  - f. NOT WITHSTANDING ANY FEES OR PROVISION PROVIDED IN THIS PARAGRAPH, NO ARRANGEMENT WILL BE MADE TO EXTEND THE PAYMENT BEYOND THE CURRENT MONTH DUE AND NO MONTHLY AMOUNT MAY BE EXTENDED TO THE

NEXT MONTH.

- (5) Withdraw. Unless circumstances warrant a withdraw prior to the last day of classes, as determined at Academy's sole discretion, Parent understands that Parent will be responsible for the payment of tuition through the last day of attendance. Failure to notify Academy's office in advance will result in a \$25.00 withdrawal fee.
- (6) Student Records. Parent understand and acknowledge that records of the student will be released ONLY WHEN THE PARENT'S ACCOUNT PAID IN FULL. SUCH RECORDS INCLUDE NOT ONLY ACADEMIC RECORDS, BUT MEDICAL AND IMMUNIZATION RECORDS AS WELL.
- (7) Miscellaneous.
  - a. I hereby agree to allow Evangel Christian Academy to use my child's photograph in printed material or videos in the course of routine advertisement.
  - b. This Agreement constitutes the entire agreement between the parties with regard to this subject matter and no other agreement, statement promise or practice between the parties relating to the subject matter shall be binding.
  - c. Failure by either party at any time to require performance by the other party or to claim a breach or any provision of this Agreement will not be constructed as a waiver of any subsequent breach nor affect the effectiveness of this Agreement, nor any part of hereof, nor prejudice either party as regards to any subsequent action.
  - d. This Agreement shall be governed by and constructed in accordance with the laws of the State of New Mexico.
  - e. The paragraph headings of this Agreement are for reference only and shall not be considered in the interpretation of this Agreement.

Parent/Responsible Party

# Evangel Christian Academy

## 1st THROUGH 12th GRADE STANDARD OF CONDUCT

NAME:

DATE:

The student's attitudes, conversation, behavior and dress reflect the character of the institution from which he derives his training program which must set high standards in obedience to God's Word.

Are you a believer in Jesus Christ as your Savior? YES NO At what age did you ask Christ in your life Describe your experience

Do you attend public worship services regularly? YES NO Where? Pastor's Name: Do you accept the Bible as God's Word and will you submit yourself to its principles as the final authority? YES NO Have you ever been suspended/expelled? YES NO If Yes, explain circumstances

Have you ever been arrested, put on probation or appeared before a judge? YES NO If yes, explain circumstances

Have you ever attended a reform school, boys/girls ranch, or other corrective institution? YES NO If yes, explain the reason for which you were sent Do you smoke? YES NO Do you drink alcoholic beverages? YES NO Do you attend dances? YES NO What kind of videos do you watch? Do you use or have ever used narcotics (drugs)? YES NO If YES, state type Have you ever run away from home? YES NO If so, how long ago: What kind of music do you listen to regularly? Would you be willing not to listen to anything that is not spiritually and morally uplifting? YES NO Do you really want to come to Evangel Christian Academy? YES NO Why?

### STUDENT/PARENT OR GUARDIAN PLEDGE OF GENERAL POLICY

Students and parents or guardians are expected to abide by the Standard of Conduct outlined in the school handbook, consent forms, application forms, and registration forms throughout their enrollment at Evangel Christian Academy, whether at home, in school, or elsewhere. Students, parents, or guardians found to be out of harmony with the school's Biblical doctrines and philosophy of work and life may be invited to withdraw whenever the administrator determines it to be in the best interest of the student, parent or guardian, the school, or its staff.

As a student, parent or guardian in this Christian school, I pledge to uphold the school's standards against cheating, swearing, smoking, gambling, drinking alcoholic beverages, rock music, dancing, using or talking favorably about narcotics, using indecent language, or living lives which are in conflict with Biblical standards of morality, including practices of fornication, adultery, or homosexuality. Further, I will strive to be of unquestionable character in dress, conduct, and all other areas of life. In all areas of my life, I will strive to "abstain from all appearances of evil" (I Thessalonians 5:22)

As a student, parent or guardian, I agree to abide by all the above standards of conduct and other regulations expected of each student and their families enrolled in this school. While enrolled in this school, I, the undersigned student, parent or guardian will not give the impression to students, parents, or faculty that I am not in harmony with the goals, aims and standards of Evangel Christian Academy.

Student's Signature

Date

Parent's Signature

Date

Administrator

Date