

BRISBANE ACADEMY PREPARATORY SCHOOL

APPLICATION FOR ENROLLMENT



Est. 1992

“Building Strong Foundations for Successful Futures”

MISSION STATEMENT

BRISBANE ACADEMY WILL OFFER YOUNG PEOPLE A QUALITY ACADEMIC AND SOCIAL ENVIRONMENT TO DEVELOP A LOVE OF SELF AND THE OVERALL LEARNING PROCESS. ALSO, THE ACADEMY IS PREPARING YOUNG MINDS TO MEET THE CHANGES AND EXPECTATIONS OF TOMORROW.

RETURN COMPLETED APPLICATION TO:

5901 STATESVILLE ROAD, CHARLOTTE, NC 28269
PHONE: 704-598-5208, FAX: 704-597-0792
EMAIL: BAPREP@BELLSOUTH.NET
WEBSITE: WWW.BRISBANEACADEMY.ORG

Brisbane Academy Preparatory School follows an open admissions policy, whereby qualified candidates are admitted without regard to sex, race, national or ethnic origin, disability or religion.

Application Date: _____ Consultation Date/Time: _____

How did you hear about Brisbane Academy? _____

Program interested in at Brisbane (Circle one or more):

Academy Tutoring ASEP Summer School Summer Enrichment

Other, Please explain: _____

Reason for wanting to attend Brisbane: _____

Academic Grades: _____ Current School: _____

Current School Address: _____ Phone: _____

Discipline Problems (Y/N)? _____ If Yes, Please Explain: _____

STUDENT INFORMATION

Student's Full Name: _____ Gender _____

Social Security #: _____ Date of Birth _____ Age: _____ Grade: _____

Home Phone #: _____ Message Phone #: _____

Address: _____

City: _____ State: _____ Zip: _____

Please list any special conditions, special needs, dietary needs and/or disabilities: _____

Allergies/Medications: _____

Hobbies and Interests: _____

Parent Intl: _____

FAMILY INFORMATION

Father's Name: _____ Business Phone #: _____

Address (If different from child's): _____

Employer: _____ Occupation: _____ Education: _____

Home Phone #: _____ Cell Phone #: _____

Email: _____

Mother's Name: _____ Business Phone #: _____

Address (If different from child's): _____

Employer: _____ Occupation: _____ Education: _____

Home Phone #: _____ Cell Phone #: _____

Email: _____

Sibling(s) Names & Ages: _____

Marital Status of Parents: _____ With Whom Does Child Reside?: _____

If child does not reside with parent(s), please provide the following information:

Guardian: _____ Home Phone #: _____

Guardian's Address: _____

If you can not come for your child, list the name of two (2) people to whom child can be released:

Name: _____ Phone #: _____

Name: _____ Phone #: _____

EMERGENCY CONTACT INFORMATION:

First Emergency Contact Name: _____ Relationship: _____

Emergency Contact Home Phone#: _____ Emergency Contact Work Phone #: _____

Second Emergency Contact Name: _____ Relationship: _____

Emergency Contact Home Phone#: _____ Emergency Contact Work Phone #: _____

Parent Int: _____

FINANCIAL POLICIES AND PROCEDURES

TERMS & CONDITIONS

The financial department of Brisbane Academy monitors the tuition agreements on a daily basis to manage the financial obligations of our school. The following guidelines are required to assure that we maintain accurate records during the school year.

- I understand that on the first day of class of the current academic year, parents are responsible for payment of the total tuition for your child for either the entire academic year, or at least for each month in advance.
- I further understand that my obligation is to pay the tuition for my child in advance or make bank draft arrangements. I understand that no portion of the tuition that has been paid will be refunded should my child be withdrawn or expelled from school for any reason.
- Payment Options:
 1. Application Fee, Family Fee, Book & Resource Fee and the first month tuition are due the day of registration.
 2. You can **ONLY** pay your tuition by a checking account draft (**NO EXCEPTIONS**). If you are paying in full or paying the 1st half of the total tuition, it is due by August 15th and the 2nd half paid by January 5th.
 3. Your draft dates are the 1st and/or the 15th of each month. (**NO EXCEPTIONS**).
- If your draft is returned due to non-sufficient funds (NSF) or any other reason, you are responsible for reimbursing the related NSF fees to the school.
 1. Your draft will be re-submitted three days after the original draft date.
 2. If funds are not available after that time, you have 5 days to submit those funds in the form of a cashier's check, money order or cash.
 3. There will be a \$30.00 NSF charge and a \$5.00 handling fee applied to all return items.
 4. Your child will be removed from the school if your financial obligations are not met during the time frame allowed (5 days).
 5. If this situation occurs, you will not be able to have your tuition drafted until after 60 days of a second returned item. You can only pay in cash or by certified funds.
 6. Funds will then be collected the first of each month, and your child will not be able to return until those obligations are met.
- The status of your child's tuition will be available upon request, or Brisbane Academy will notify you if there are any discrepancies.
 1. A **30-day** written notice is required should you decide to withdrawal your child from the school. All financial obligations at this time must be paid in full.

Parent Intl: _____

- I understand that I am required to volunteer one hour per month, as an in-kind effort to become an integral part of the Brisbane Family.
- Enrollment Process
 1. Complete Application
 2. Pay Application Fee, After School enrollment fee (if applicable), Family Fee, Book & Resource Fee and first month's tuition.
 3. Your draft will begin that next month on the 1st and/or 15th of each month.
 4. Drafts can be from August to May or September to June.
- Registration Fees
 1. Application Fee: \$110.00 (Non-Refundable)
 2. Family Fee: \$220.00 (Non-Refundable)
 3. Book & Resource Fee: \$Variable according to grade level (Non-Refundable)
 4. Tuition: \$Variable according to grade level (Non-Refundable)
 5. Senior Fee: \$440.00 (Non-Refundable)
 6. ASEP Registration Fee: \$50.00 (Non-Refundable)

I have read and agree to all of the terms and conditions set forth in this document. I further agree that the "Tuition Insurance Option" has been explained to me and I was provided with information about this insurance.

Parent's Signature: _____

Date: _____

Please contact the financial department at 704-598-5208 if you have any questions.

Parent Intl: _____

STUDENT BEHAVIOR CONTRACT

This agreement is between Brisbane Academy Math & Science Preparatory School and (please print)_____.

This contract is for the spring/summer/fall/winter (circle one) session of _____ school year.

I understand that, in order to attend Brisbane Academy, I must adhere to the rules set forth in this contract. Failure to adhere to this contract will result in termination without a tuition refund. I fully understand and agree to the following:

1. I must perform at a certain rate to receive course/semester credit at Brisbane Academy.
2. I am subject to any special conditions set forth below.
3. I am expected to exhibit positive conduct at all times.
4. I agree to follow all rules faithfully.

APPLICABLE RULES AND CONDITIONS

Code of Conduct :

1. Students must remain respectful and exhibit acceptable conduct at all times.
2. Students must adhere to dress code, wear uniform and maintain a neat appearance (Please see attached Dress Code).
3. Students must obey faculty and staff by listening and following directions.
4. Consistent failure to follow conduct codes will result in termination. Tuition and fees are non-refundable to terminated students.

The following are STRICTLY PROHIBITED on the Brisbane Academy campus:

1. Use, consumption or distribution of alcohol/drugs/tobacco
2. Fighting, bullying or threatening behavior or profane language.
3. Possession of weapons of any kind (Immediate Termination)
4. Body piercings (i.e., nose, tongue, eyebrows, etc).
5. Sagging pants, exposed midriffs, doo rags, caps, mouth fronts (grills) .
6. Disrespectful behavior directed at teachers, staff or administration.

Brisbane Academy General Rules - Summer School:

1. Cell phones must be **TURNED OFF** in the classroom. This means **OFF**, not vibrating, not in silent mode and no text messaging.
2. Students must arrive and depart on time.
3. All assignments must be completed and submitted on time.
4. A student is allowed to miss a total of one assignment. A second missed assignment will result in the student's removal from the class roster.
5. A student is permitted only one excused absence.
6. Written proof is needed to qualify for an excused absence.
7. A student with an excused absence will be allowed to make up the assignment within a designated period of time .
8. Other : _____

Student Intl: _____ Parent Intl: _____

APPLICABLE RULES AND CONDITIONS (continued)

Disciplinary Policy:

1. First Offense - Verbal Warning
2. Second Offense - Written Warning with Parent Conference
3. Third Offense - Suspension (Please note that any work missed due to suspension must be made up in accordance with regular absentee policy. This is applied to all students regardless of the reason for suspension).
4. Fourth Offense - Recommendation for other educational alternative

Immediate Expulsion Causes:

1. Possession of a lethal weapon on campus.
2. Posing an immediate threat to the health and/or well being of another person on campus.
3. Possession on one's person, in one's belongings, or vehicle and/or the use or consumption of controlled substances.
4. Sexual Activity.

Student Signature: _____

Student Printed Name: _____ Date: _____

Parent Signature: _____

Student Printed Name: _____ Date: _____

Student Intl: _____ Parent Intl: _____

STUDENT DRESS CODE

ALL STUDENTS ARE REQUIRED TO BE IN COMPLETE UNIFORM EVERY DAY. BRISBANE ACADEMY DRESS CODE GUIDELINES ARE LISTED BELOW. ANY STUDENT NOT IN UNIFORM WILL BE IMMEDIATELY SENT HOME – NO

EXCEPTIONS! PARENTS WILL BE CALLED AND REQUIRED TO RETURN TO THE SCHOOL TO PICK UP THEIR CHILD.

PLEASE NOTE THAT ANY ITEMS OR COLORS WORN ASIDE FROM WHAT IS LISTED BELOW IS NOT PERMITTED AND WILL BE DEEMED AS NOT IN COMPLIANCE WITH BRISBANE ACADEMY'S STUDENT DRESS CODE.

APPROPRIATE ATTIRE FOR GIRLS:

TOP:

PRE-K - 8TH: WHITE OR BEIGE EMBROIDED/PATCH APPLIQUED POLO SHIRT.

9TH - 12TH: WHITE OR NAVY EMBROIDED/PATCH APPLIQUED POLO SHIRT.

BOTTOMS:

PRE-K - 8TH: DARK NAVY SLACKS, SKIRTS, JUMPERS, SHORTS. (SKIRTS, JUMPERS AND SHORTS ARE NOT TO BE MORE THAN 1" ABOVE THE KNEE). BLUE JEANS MAY BE WORN ON FRIDAY'S ONLY.

9TH - 12TH: DARK NAVY OR KHAKI PANTS OR CAPRI'S. BLUE JEANS MAY BE WORN ON FRIDAY'S ONLY.

SHOES:

ALL GRADES: (MONDAY) BLACK COLORED DRESS SHOES WORN WITH SOCKS, HEELS NO HIGHER THAN 2".

(TUESDAY-THURSDAY) ALL-BLACK SNEAKERS

(FRIDAY) REGULAR SNEAKERS

JACKET:

ALL GRADES: DARK NAVY EMBROIDED/PATCH APPLIQUED BLAZER.

SWEATER:

ALL GRADES: DARK NAVY EMBROIDED/PATCH APPLIQUED SWEATER MAY ALSO BE WORN UNDER JACKET.

T-SHIRTS:

LONG OR SHORT SLEEVE WHITE EMBROIDED/PATCH APPLIQUED T-SHIRTS OR *SPIRIT* SHIRTS ARE ALLOWED ONLY ON FRIDAY'S.

SWEATSHIRT:

WHITE OR NAVY MONOGRAMMED SWEATSHIRTS ONLY.

JEWELRY:

WATCHES, RINGS, BRACELETS, NECKLACE.

PLEASE NOTE THAT MONDAY'S ARE DRESS UP DAYS AT BRISBANE ACADEMY AND ALONG WITH THE ITEMS LISTED ABOVE THE GIRLS ARE TO WEAR A NAVY BLUE CROSS TIE AND THE BOYS ARE TO WEAR A NAVY BLUE TIE WITH THEIR UNIFORMS.

Student Intl: _____ Parent Intl: _____

APPROPRIATE ATTIRE FOR BOYS:

TOP:

PRE-K - 8TH:

WHITE OR BEIGE EMBROIDED/ PATCH APPLIQUED POLO.

9TH - 12TH:

WHITE OR NAVY MONOGRAMMED/PATCH APPLIQUED POLO.

BOTTOMS:

PRE-K - 8TH:

NAVY PANTS

9TH - 12TH:

NAVY OR KHAKI PANTS

SHOES:

ALL GRADES

NEUTRAL COLORED DRESS SHOES WORN WITH SOCKS. SNEAKERS ARE ACCEPTABLE ON ALL DAYS BUT MONDAYS.

JACKET:

ALL GRADES

DARK NAVY EMBROIDED/PATCH APPLIQUED BLAZER.

SWEATER:

ALL GRADES

DARK NAVY EMBROIDED/ PATCH APPLIQUED SWEATER MAY ALSO BE WORN UNDER JACKET.

T-SHIRTS:

ALL GRADES

LONG OR SHORT SLEEVE WHITE EMBROIDED/PATCH APPLIQUED T-SHIRTS ARE ALLOWED ONLY ON FRIDAY'S.

SWEATSHIRT:

ALL GRADES

WHITE OR NAVY EMBROIDED/SWEATSHIRTS ONLY.

JEWELRY:

ALL GRADES

WATCHES, RINGS, BRACELETS, NECKLACE

PLEASE NOTE THAT MONDAY'S ARE DRESS UP DAYS AT BRISBANE ACADEMY AND ALONG WITH THE ITEMS LISTED ABOVE THE GIRLS ARE TO WEAR A NAVY BLUE CROSS TIE AND THE BOYS ARE TO WEAR A NAVY BLUE TIE WITH THEIR UNIFORMS.

Student Intl: _____ Parent Intl: _____

BRISBANE PARENT/STUDENT HANDBOOK
ACKNOWLEDGEMENT FORM

WE ACKNOWLEDGE RECEIPT OF THE BRISBANE ACADEMY PARENT/STUDENT HANDBOOK. WE HAVE READ IT AND UNDERSTAND THE REQUIREMENTS AND RECOMMENDATIONS NOTED. WE AGREE TO ADHERE TO THESE REQUIREMENTS AS SET FORTH BY BRISBANE ACADEMY.

DATE: _____

STUDENT SIGNATURE: _____

STUDENT PRINTED NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

PARENT/GUARDIAN PRINTED NAME: _____

Student Intl: _____ Parent Intl: _____

MEDICAL INSURANCE WAIVER FORM
2008-2009 ACADEMIC YEAR

BRISBANE ACADEMY REQUIRES THAT A PARENT/LEGAL GUARDIAN OF EACH STUDENT MAINTAINS AND PROVIDES PROOF OF MEDICAL INSURANCE OR SIGN A WAIVER INDICATING THAT BRISBANE ACADEMY WILL NOT BE HELD RESPONSIBLE FOR PAYING ANY MEDICAL EXPENSES THAT MAY OCCUR IN THE EVENT A STUDENT BECOMES INJURED WHILE PARTICIPATING PHYSICAL ACTIVITIES. THESE ACTIVITIES INCLUDE BUT ARE NOT MUTUALLY EXCLUSIVE TO RECESS, DANCE, MOVEMENT IN CLASS, ATHLETIC PRACTICE AND COMPETITION, OR PHYSICAL ACTIVITIES THAT REQUIRE STUDENTS TO BE IN MOTION INDEPENDENTLY OF EACH OTHER AS WELL AS WITHIN A GROUP.

PLEASE CHECK ONE OF THE TWO AREAS BELOW, SIGN AND DATE IN THE APPROPRIATE SPACES, AND RETURN THIS FORM TO YOUR CHILD'S TEACHER.

_____ YES, I DO HAVE MEDICAL INSURANCE.

INSURANCE COMPANY NAME _____

INSURANCE COMPANY ADDRESS _____

INSURANCE COMPANY POLICY / ID # _____

_____ NO, I DO NOT HAVE MEDICAL INSURANCE, HOWEVER, I WILL NOT HOLD BRISBANE ACADEMY RESPONSIBLE FOR ANY MEDICAL EXPENSES THAT MAY RESULT FROM MY CHILD PARTICIPATING IN A SCHOOL ACTIVITY.

STUDENT NAME: _____ GRADE: _____

PARENT/GUARDIAN PRINTED NAME _____

PARENT/GUARDIAN SIGNATURE _____

DATE: _____

Parent Intl: _____



BRISBANE ACADEMY PREPATORY SCHOOL

5901 Statesville Road, Charlotte, NC 28269

Telephone: 704-598-5208

Fax: 704-597-0792

Email: baprep@bellsouth.net

Website: www.brisbaneacademy.org

“Building Strong Foundations for Successful Futures”

Parents: Please complete this form and send it directly to the applicant’s present school.

STUDENT TRANSCRIPT RELEASE REQUEST

TO: CURRENT PRINCIPAL / REGISTRAR

SCHOOL NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

REGARDING:

STUDENT NAME: _____ CURRENT GRADE: _____

ADDRESS _____

CITY: _____ STATE: _____ ZIP: _____

IN ORDER TO COMPLETE OUR RECORD(S) FOR THE ABOVE LISTED STUDENT WE NEED THE FOLLOWING INFORMATION:

- ◆ COMPLETE TRANSCRIPT
- ◆ STANDARDIZED TEST SCORES
- ◆ UPDATED & CURRENT STUDENT APPLICATION
- ◆ SOCIAL SECURITY CARD
- ◆ IMMUNIZATION RECORD
- ◆ BIRTH CERTIFICATE
- ◆ ANY DISCIPLINARY REPORTS THAT RELATE TO SUSPENSION OR EXPULSION.

TEACHERS AND/OR SCHOOL ADMINISTRATORS MAY DISCUSS OUR CHILD WITH MEMBERS OF THE BRISBANE ACADEMY STAFF. I _____ (PARENT/LEGAL GUARDIAN), DO HEREBY REQUEST THE RELEASE OF INFORMATION CONCERNING SAID STUDENT, AND AUTHORIZE _____ TO GIVE TO BRISBANE ACADEMY COPIES OF ALL RECORDS PERTAINING TO SAID STUDENT, UPON RECEIPT OF THIS RELEASE REQUEST.