

BRISBANE ACADEMY PREPARATORY SCHOOL

APPLICATION FOR ENROLLMENT

(2023-2024 School Year)



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 global learning process. The academy is also preparing young minds to meet the changes, challenges and expectations of tomorrow.

RETURN COMPLETED APPLICATION TO:

5901 Statesville Road, Charlotte, NC 28269

Phone: 704-598-5208 Fax: 704-597-0792

Website: www.brisbaneacademy.org

E-mail Address: baprep@bellsouth.net

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 (check all that apply):

- Academy Enrollment After School Enrichment Program Tutoring
 Course(s) for Credit Test Preparation (ACT/CLT/EOG)

Other, Please explain: _____

Reason for wanting to attend Brisbane _____

Academic Grades _____ Current School _____

Current School Address _____ Phone # _____

Disciplinary/Behavioral 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 code _____

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

Allergies/Medications/Special Needs _____

Hobbies & Interests _____

Parent Intl: _____

FAMILY INFORMATION

Father's Name _____ Business Phone # _____

Address (If different from child's) _____

Employer _____ Occupation _____ Education _____

Home Phone # _____ Cell Phone # _____

E-mail Address _____

Mother's Name _____ Business Phone # _____

Address (If different from child's): _____

Employer _____ Occupation _____ Education _____

Home Phone # _____ Cell Phone # _____

E-mail Address _____

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's Name _____ Home Phone # _____

Guardian's Address _____

If you cannot pick up your child, list the name of two (2) people to whom he or she can be released to:

Name _____ Relationship _____ Phone # _____

Name _____ Relationship _____ Phone # _____

EMERGENCY CONTACT INFORMATION

First Emergency Contact Name _____ Relationship _____

Emergency Cell Phone # _____ Emergency Work Phone # _____

Second Emergency Contact Name _____ Relationship _____

Emergency Cell Phone # _____ Emergency Work Phone # _____

Parent Init _____

FINANCIAL POLICIES, TERMS & CONDITIONS

(Please review and check all boxes indicating you understand)

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 and properly fund our daily operations.

- I understand that on the first day of class of the current school 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 in accordance with the signed Tuition Payment Plan.
- I understand that my obligation is to pay the tuition for my child in advance or make bank draft arrangements. I also 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.
- I understand all scheduled tuition payments must be remitted on time and in accordance with the signed Tuition Payment Plan.
- I understand there is a three (3) calendar-day grace period for tuition drafts. Tuition payments received after the three-day grace period will be accessed a late payment fee of \$5.00 per day.

Payment Options:

1. The application fee, book & resource fee, family fee, and the first month's tuition are due the day of registration (on or before the first day of classes).
2. Monthly tuition draft dates occur on the 1st and/or the 15th of each month. (**NO EXCEPTIONS**).
3. Tuition payments can **ONLY** be processed electronically (**NO EXCEPTIONS**). You have the option of providing voided checks that will be processed through our terminal for each scheduled payment, or by providing the related debit or credit card information for the account you wish to have payments drafted from.

If your draft is returned due to insufficient funds (NSF) or any other reason, you are responsible for reimbursing the related NSF and/or related fees to the school in addition to the amount of the check.

1. Draft payments will be re-submitted three days after the original draft date.
2. If funds are not available after that time, you have two (2) days to submit those funds in the form of a cashier's check, money order, approved credit card transaction or cash.
3. A \$30.00 NSF charge and a \$5.00 handling fee will be applied to all returned checks.
4. Your child will be terminated from enrollment if your financial obligations are not met during the timeframe allowed three (3) days.
5. If this situation occurs, you will not be able to have your tuition drafted for a minimum of 60 days following the second returned item. You may only pay in cash or by certified funds.
6. Funds will then be collected the first of each month. Your child will not be able to return until those obligations are met.

The status of your scholar's tuition will be available upon request, or Brisbane Academy will notify you if there are any discrepancies.

Parent Intl: _____

A 30-day written notice is required should you decide to withdraw your child from the school. All financial obligations at this time must be paid in full. Brisbane Academy Preparatory School retains the right to withhold all student records until all financial obligations have been met.

Admissions Process:

1. Complete Application
2. Pay Application Fee (reserves a seat in desired classroom during admissions process).
3. Complete Consultation/interview
4. Complete student visitation day
5. Complete placement assessment
6. Upon approval of admissions, pay Family Fee, Book & Resource Fee, After School enrollment fee (if applicable), and first month's tuition.
7. Set up tuition payment plan for remainder of school year.
8. Your draft will begin that next month on the 1st and/or 15th of each month.
9. Payment period will be determined.

Registration Fees:

1. Application Fee: \$110.00 (Non-Refundable after the 1st day of school)
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. ASEP Registration Fee: \$25.00 (Non-Refundable)

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.

I have read and agree to all of the terms and conditions set forth in this document. I further agree that failure to met the financial obligations relating to the documented tuition payment plan may result in my scholar's enrollment at Brisbane Academy to be suspended or permanently terminated.

Parent's Name (print) _____ Date _____

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 applies to the 2023 - 2024 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 may result in termination of enrollment without a tuition refund. I fully understand and agree to adhere to all of the following rules.

1. I must perform at a prescribed level and meet all academic requirements in order to receive course/semester credit at Brisbane Academy.
2. I will come arrive to school daily prepared for class, in the correct uniform, with all of my required assignments and supplies, and with a positive attitude.
3. I am expected to exhibit positive and respectful conduct at all times.

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 and maintain a neat appearance at all times.
3. Students must obey faculty by listening, being respectful 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/illegal substances.
2. Fighting, bullying or threatening behavior.
3. Profane, derogatory or inappropriate language.
4. Possession of weapons of any kind (Immediate Termination).
5. Body piercings (i.e., nose, tongue, eyebrows, etc).
6. Sagging pants, skinny/form-fitting jeans, exposed midriffs, doo rags, mouth grills.
7. Disrespectful behavior directed at teachers, staff, administration or other students.

Brisbane Academy General Rules:

1. Cell phones must be **TURNED OFF** in the classroom. This means **OFF**, not on vibrate or in silent mode. No text messaging is permitted.
2. Students must arrive and depart on time.
3. All assignments must be completed and submitted on time.
4. Written proof is required to qualify for an excused absence.
5. A student with an excused absence will be allowed to make up the assignment within a designated period of time, as determined by the instructor.
6. Brisbane Academy is not responsible for electronic devices brought on campus.

Student Signature: _____

Date _____

Parent Signature: _____

Date _____

APPLICABLE RULES AND CONDITIONS (continued)

Disciplinary Policy:

1. **First Offense** - Verbal warning with parent notification
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 applies to all students regardless of the reason for suspension).
4. **Fourth Offense** - Expulsion/recommendation for other educational alternative.

Infractions Resulting in Immediate Expulsion:

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.

Safety Information

(Please list all known conditions so we may accommodate your camper's needs.)

Does your scholar have any medical conditions, allergies, or special needs the staff should be informed about? If yes, please explain _____

As we are not staffed to manage nor supervise scholars who demonstrate consistent or extended patterns of misconduct, does your scholar have any observed or documented emotional or behavioral conditions and/or concerns the staff should be aware of? If yes, please explain _____

Is your scholar receiving behavioral or emotional support, or taking any medications to treat these, or any others conditions? If yes, please explain _____

Student Printed Name _____ Date _____

Student Signature _____

Parent Printed Name _____ Date _____

Parent Signature _____

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 STUDENTS NOT IN THE PROPER UNIFORM WILL BE IMMEDIATELY SENT HOME – NO EXCEPTIONS! PARENTS WILL BE CONTACTED AND REQUIRED TO RETURN TO THE SCHOOL TO PICK UP THEIR CHILD.

PLEASE NOTE: ANY ITEMS OR COLORS WORN ASIDE FROM WHAT IS LISTED BELOW IS NOT PERMITTED AND WILL BE DEEMED AS NOT BEING IN COMPLIANCE WITH THE STUDENT DRESS CODE.

APPROPRIATE ATTIRE FOR GIRLS

TOP: POLO SHIRT (WHITE OR NAVY BLUE) WITH EMBROIDERED SCHOOL CREST.

BOTTOM: SLACKS, SKORTS, JUMPERS, SHORTS (NAVY BLUE). SKIRTS, JUMPERS AND SHORTS ARE NOT TO BE MORE THAN 1" ABOVE THE KNEE. **BLUE JEANS MAY BE WORN ON FRIDAYS ONLY.**

SHOES: (**MONDAY**) BLACK COLORED DRESS OR CASUAL SHOES WORN WITH SOCKS, HEELS NO HIGHER THAN 2.
(**TUESDAY-THURSDAY**) ALL-BLACK SNEAKERS OR SHOES (CLOSED-TOE)
(**FRIDAY**) REGULAR SNEAKERS

JACKET: NAVY BLUE EMBROIDERED PATCH BLAZER.

SWEATER: NAVY BLUE EMBROIDERED SWEATER MAY ALSO BE WORN UNDER JACKET.

T-SHIRTS: LONG/SHORT SLEEVE WHITE OR NAVY BLUE SCREEN-PRINTED/EMBROIDERED/T-SHIRTS OR "SPIRIT"SHIRTS ARE ALLOWED ONLY ON FRIDAY'S.

SWEATSHIRT: WHITE/NAVY BLUE EMBROIDERED/SCREEN-PRINTED SWEATSHIRTS ONLY.

JEWELRY: WATCHES, RINGS, BRACELETS, NECKLACE, EARRINGS (NO LARGE HOOPS).

APPROPRIATE ATTIRE FOR BOYS

TOP: WHITE OR NAVY BLUE EMBROIDERED/ PATCH APPLIED POLO.

BOTTOM: NAVY BLUE PANTS

SHOES: ALL BLACK LEATHER-COLORED DRESS OR CASUAL SHOES WORN WITH SOCKS. ALL BLACK SNEAKERS ARE ACCEPTABLE ON ALL DAYS EXCEPT MONDAYS.

JACKET: NAVY BLUE EMBROIDERED/PATCH APPLIED BLAZER.

SWEATER: NAVY BLUE EMBROIDERED/PATCH APPLIED SWEATER MAY ALSO BE WORN UNDER JACKET.

T-SHIRTS: LONG OR SHORT SLEEVE WHITE OR NAVY BLUE EMBROIDERED/SCREEN PRINTED T-SHIRTS. "SPIRIT"SHIRTS ARE ALLOWED ONLY ON FRIDAY'S.

SWEATSHIRT: WHITE OR NAVY BLUE EMBROIDERED/ SCREEN PRINTED ONLY.

JEWELRY: WATCHES, RINGS, BRACELETS, NECKLACE, (NO EARRINGS...NO EXCEPTIONS).

PLEASE NOTE THAT MONDAYS ARE "FULL DRESS" UNIFORM DAYS AT BRISBANE ACADEMY AND, ALONG WITH THE ITEMS LISTED ABOVE, BOYS ARE TO WEAR A NAVY BLUE TIE AND BLACK BELT WITH THEIR UNIFORMS, AND GIRLS ARE TO WEAR A NAVY BLUE CROSS TIE WITH THEIRS.

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
2023-2024 ACADEMIC YEAR

BRISBANE ACADEMY REQUIRES THAT A PARENT/LEGAL GUARDIAN OF EACH STUDENT MAINTAINS, 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 IN PHYSICAL ACTIVITIES. THESE ACTIVITIES INCLUDE, BUT ARE NOT MUTUALLY EXCLUSIVE TO RECESS, DANCE, MOVEMENT IN AND BETWEEN 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 ON THE APPROPRIATE LINES, 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

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Fax: 704-597-0792

Email: baprep@bellsouth.net

Website: www.brisbaneacademy.org

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

STUDENT RECORDS/TRANSCRIPT RELEASE REQUEST

TO: CURRENT PRINCIPAL / REGISTRAR

SCHOOL NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

REGARDING:

STUDENT NAME: _____ CURRENT GRADE _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

IN ORDER TO COMPLETE OUR RECORD(S) AND ENROLLMENT FOR THE ABOVE LISTED STUDENT, COPIES OF THE FOLLOWING INFORMATION IS NEEDED :

- ◆ COMPLETE ACADEMIC TRANSCRIPT
- ◆ STANDARDIZED AND ASSESSMENT TEST SCORES
- ◆ UPDATED & CURRENT STUDENT APPLICATION
- ◆ SOCIAL SECURITY CARD
- ◆ IMMUNIZATION RECORD
- ◆ BIRTH CERTIFICATE
- ◆ ALL BEHAVIORAL AND DISCIPLINARY REPORTS RELATING TO SUSPENSION OR TO SUSPENSION OR EXPULSION.

TEACHERS AND/OR SCHOOL ADMINISTRATORS MAY DISCUSS OUR CHILD WITH MEMBERS OF THE BRISBANE ACADEMY ADMINISTRATIVE AND/OR TEACHING STAFF.

I _____ (PARENT/LEGAL GUARDIAN), DO HEREBY REQUEST THE RELEASE OF ALL INFORMATION AND STUDENT RECORDS CONCERNING SAID STUDENT, AND DO AUTHORIZE _____ PROVIDE TO BRISBANE ACADEMY COPIES OF ALL ACADEMIC RECORDS AND INFORMATION PERTAINING TO THE ENROLLMENT AND EDUCATION OF SAID STUDENT, UPON RECEIPT OF THIS RECORD(S)/TRANSCRIPT RELEASE REQUEST FORM.

Signature of Parent/Guardian: _____ Date: _____



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