



CNG ADMISSIONS PHILOSOPHY AND PROCEDURES

1. ADMISSIONS PHILOSOPHY

CNG Admissions aims to attract families and students interested in an educational environment that engages students, provides them with experiences that facilitate the joy of learning, and allows them to reach their individual potential. CNG believes in the importance of ensuring that the educational philosophy of candidate families matches with the programs and services offered by CNG according to its mission, vision, resources and objectives.

Students will be admitted based on space availability, academic achievement, and discipline record. Additionally, except for K4, all entering students must demonstrate a school-determined acceptable level of English.

CNG takes a special interest in American and “Global Nomad” international families as well as families that are positively involved in their student’s educational process.

CNG will also consider students that have special learning needs depending on the school’s ability to provide appropriate services that meet the needs and best interests of the child.

2. DEMOGRAPHICS – BALANCED CLASSROOMS

Colegio Nueva Granada aims to provide classrooms that are balanced in terms of number of students per class, nationalities, and special needs.

- a. **Nationalities:** In principle, no single nationality should exceed 80% of the total student population per grade level with a minimum of 50% Colombian students overall. Discretionary exceptions may be made by the Admissions Committee.
- b. **Learning Center Support:** Students with special needs should not exceed 15% of the classroom and grade level. Discretionary exceptions may be made by the Admissions Committee. At CNG, we keep our classes and grade levels balanced by capping our grade levels at 15% of students receiving Learning Center Services per grade level. This policy does not include students on Individual Accommodations Plans, as they are only receiving accommodations from the General Education Teacher and typically do not impact the classroom balance. Students receiving Tier II support will not be included in the percentiles. The Admissions Committee may use their discretion in determining if a student only receiving Speech and Language Therapy, Occupational Therapy, or minimal academic support will be considered in the percentile, based upon the student’s individual profile and the impact to the classroom.



- c. **Maximum Enrollment Per Class:** Maximum enrollment is 22 students per class in K4, and 23 students per class between K5 and 12th grade.
- d. **Recommended Optimal School Enrollment:** 1800

3. ADMISSIONS PRIORITY

a. **K4 Priority for enrollment**

Based on the admissions philosophy, the following criteria govern CNG's admissions priorities:

1. Siblings of CNG students currently enrolled
2. Children of CNG faculty and classified staff
3. U.S. Embassy Families
4. Children of Alumni
5. International/Global Nomad Families
6. Local families

b. **K5-12 Priority for enrollment**

Based on the admissions philosophy, the following criteria govern the admissions priorities:

1. CNG students presently enrolled meeting CNG standards for continuation
2. Siblings of CNG students currently enrolled
3. Children of CNG faculty and classified staff
4. U.S. Embassy Families
5. Returning students formerly enrolled at CNG
6. Children of Alumni
7. International/Global Nomad Families
8. Local families

c. **International/Global Nomad Families - Definition**

The School can apply any one or more of the following criteria to make its determination for International and Global Nomad families:

1. Not a Colombian Citizen
2. In Colombia for a determined temporary period of time
3. Have been residing outside of Colombia for more than 3 consecutive years and have been attending international, English-speaking programs
4. Child of mobile parents working for multinational companies, embassies or consulates



IMPORTANT NOTICE: A student or prospective student whose parents shall knowingly provide false information or shall refuse to provide or shall conceal information for the purpose of improperly achieving international student status shall be subject to application and/or admission consequences, including the rescinding of provision for application, the denial of admission acceptance, or the cancellation of enrollment of the student if already admitted to CNG.

4. ADMISSIONS REQUIREMENTS

a. Forms

- o **Online Forms** (parent and student information): available online
- o **Academic Recommendations**
 - **Grades 1-6th:** Homeroom Teacher Recommendation
 - **Grades 7-12th:** Principal or Counselor Recommendation, Math Teacher Recommendation, and English Teacher Recommendation.
- o **Family References:** Two Family references per family. International families should replace the two family references with a company letter stating your post and position and specifying which, if any, educational expenses are covered.

It is inadmissible for the following members of the community to provide Family References:

- o Members of the Board of Directors and their spouses
- o Director of the school
- o Principals
- o Student Services Director
- o Admissions Director

b. Transcripts

- o **K5- 1st Grade:** Report provided by previous kindergarten or preschool
- o **1st-7th Grade:** Last 3 years of school
- o **8th-12th Grade:** Official sealed transcripts of last 3 years of school

*Bachillerato (Colombian Program) students must apostille their official transcripts for 7th grade and above in the country where the child completed the grade to be apostilled.

c. ID

Colombian: Birth Certificate

International: photocopy of ID page of passport and Colombian visa

d. Statement of Account (Paz y Salvo)

e. Testing: The full admissions process includes testing as follows

- o An evaluation administered one-on-one by a specialist for K4, K5 and first-grade candidates
- o An online/written evaluation with English, Mathematics, and Español for students who speak and write Spanish for grades 2-12

NOTE: No child is to be placed in class conditionally before being tested. Since testing takes place weekly, no candidate students will lose more than one week of school after arrival in Bogotá provided that all the necessary paperwork accompanies the child.

- f. **Interviews:** All applicants are interviewed by counselors, testing specialists, and another member of the administration (Principals, Director, Director of Student Services, or Admissions Director, among others), except for K4 students
- g. **Payment:** Prior to official acceptance, all registration and enrollment fees must be paid in full before a student can attend class.

*** It is the responsibility of parents (legal guardians) of applicant students to keep track of their status in the Admissions process.**

5. ADMISSIONS COMMITTEE

The specific school Principal, a Counselor and the Admissions Director are standing members of the Admissions Committee. The Student Services Director is involved on a case-by-case basis.

The Admissions Committee meets on a weekly basis as needed and will decide on an admissions recommendation. This recommendation is then taken to the school Director for review followed by an approval or rejection of the recommendation.

By policy, the Board of Directors are not involved in day-to-day enrollment decisions. The Board may request information from the Director when admissions decisions are appealed to the Board.

The Admissions Committee takes into consideration a number of factors when admitting or denying admittance to a prospective student. Generally, when one or more of the following deficiencies are present, we do not accept the student for the grade for which the student has applied:

- a. If the former school transcripts indicate achievement below CNG standards.
- b. If the level of English (written or oral) is deemed to be below the proficiency level required for entry into our school.
- c. If a student wishes to enter 11th grade (as per Colombian definition) – a local transfer student cannot enter the 12th grade level of the high school program.



- d. If there is no space availability for the student at the desired grade level.

6. GUIDELINES

The following Board-approved guidelines will be taken into account by the Admissions Committee

- a. **K4-1st grade Admissions:** Applicant K4 - 1st grade students must demonstrate school readiness as determined by the Admissions Committee in the following areas:
1. **Foundational knowledge and skills**
 2. **Socio-emotional and conduct**
 3. **Physical aptitude**
- b. **K4 Admissions Guidelines:** With the objective of providing priority admission to our community families and at the same time guaranteeing spots for new international and local families, the following guidelines apply in the K4 admissions process:
1. Per the admissions priorities ranked in section 3 of the Admissions Policy, applicants in categories 1-4 will have priority admission. Admission is NOT guaranteed to any applicant.
 2. In principle, the number of Heritage Family and Alumni Family (Priorities 1 and 4) should not exceed 80% of the total K4 population in order to maintain diversity criteria and balanced demographics.
 3. Selection of the incoming K4 Community population will be based on the following criteria:
 - o Demonstrated school readiness as determined in section 6.a.
 - o Educational need: Students who meet entry standards and also have identified needs that would benefit from starting at CNG as soon as possible (special learning needs, language needs, etc.)
 4. If the total number of qualified community applicants exceeds the number of available spots, applicants will be initially chosen based on the readiness observation, and then the remaining applicants will enter a random selection process to establish a waiting list.
 5. Qualified applicants who enter in the random selection process will have a guaranteed, reserved space in K5, conditional to expected progress in their development and acquisition of the English language.
 6. The random selection process will determine the order of the waiting list. In the event that a space opens up in K4 during the school year, the spot will be offered to the first student on the waiting list.
- c. **GPA:** Applicant Middle and High School students should have all passing classes and a GPA of 3.0 out of 4.0 in order to be considered for admission.

- d. Admission into 12th grade:** Only international transfer students may apply to 12th grade. Admission will be subject to the admission's criteria and guidelines as well as a complete credit check.

All Seniors (grade 12) must attend Colegio Nueva Granada for the entire senior year (two semesters) in order to receive a diploma from CNG. Those with less time may transfer credit earned at Colegio Nueva Granada to a former school for the awarding of their diploma.

To obtain a bachillerato diploma, a student must be in attendance at Colegio Nueva Granada for the last four semesters (grades 11 and 12) unless significant extenuating circumstances deem special consideration of a particular student.

No student may enter the senior year at Colegio Nueva Granada after the beginning of the second semester.

All students eligible for official enrollment for the Grade 12 year at CNG must have all tuition and fees (accounts receivable) paid in full at the date of proposed entry or entering with a CNG approved payment plan in order to begin attending classes. Any student not attending class as a result of unpaid tuition and fees, including the annual matriculation fee, will not be able to recuperate academic credit according to accreditation standards if absent from class for more than four weeks of school at the beginning of either the first or second semester of classes.

- e. Enrollment for students with specialized learning needs:** CNG is not a specialized learning needs school; however, the school does have a Learning center, and the school is able to admit some children with learning differences whose needs can be met within our available programs and services.

Programs for students with special needs will be limited to resources, staffing, and availability of needed programs. Students whose special needs cannot be met will not be allowed to attend the school.

CNG reserves its right to discontinue providing special needs services to a student should those needs exceed the scope of the school's services.

- f. Rolling Admissions:** CNG has year-round, rolling admissions for students transferring from outside of Bogota.
- g. Local transfers:** Local families can apply for admission to CNG for entry at the beginning of the school year only.
- h. Holding Spaces for admitted students:** Upon admission of a new student, the available space will be held for a maximum time of 2 weeks without payment if the

student is arriving in the middle of a semester. Students arriving at the beginning of a semester will receive conditional status for potential admission. Upon arrival students must demonstrate successful achievement in both academic and conduct areas. The updated transcripts will be taken to committee again for approval.

- i. Holding Spaces for transfers outside of Colombia:** All students, without exception, must complete CNG's testing and interview requirements. In general, all testing and interviews are done on site. By request, fully bilingual, high-priority applicants enrolled in American/international schools that are currently abroad and want to reserve their spots subject to testing and interviews upon arrival, must submit all of the requirements along with recent standardized testing to the Admissions Office.
- j. Applications from students that have failed an academic year or who have been expelled from another school:** Students that have failed a year or who have been expelled from another educational institution may apply to CNG once they have demonstrated proven success in another educational institution for a period of at least one school year.
- k. Age Requirements and Cut-off dates:**
 - 1. The minimum age for enrollment in K4 is four years of age on or before August 31st of the year in which the child starts K4 (jardín – Colombian program).
 - 2. The minimum age for enrollment in K5 is five years of age on or before August 31st of the year in which the child starts K5 (Transición – Colombian program).
 - 3. Exceptions for K4 and K5 may be considered for students whose birth dates are between September 1st and December 31st, who are members of an International family and are transferring into CNG from another American/international school.
 - 4. Enrollment to other grades will be based on age, school records, current grade, academic achievement and behavior record.

7. ADMISSIONS RESPONSE

Upon completion of the admissions process, the applicant may receive one of the following responses:

- a. Admit:** Student has been admitted and the space will be reserved for 2 weeks before payment is made to reserve the space. If the student plans to begin classes upon approved admission, then tuition and fee payment is required in full before a student can begin classes. If payment is not received within that time frame, the admissions offer is rescinded and the Admissions Office will offer the spot to another applicant.
- b. Conditional Status for Potential Admission:** Student meets admissions criteria but is planning to arrive at the beginning of the following semester or has applied a few months in advance. Admission will be based on the end-of-term report card that must



demonstrate successful achievement which meets CNG guidelines in both academic and conduct areas.

- c. **Reserved spot subject to on-site testing and interviews:** Global nomad student meets all admissions criteria but has not completed admissions testing. Spot is reserved for that student, and confirmed admission will be based on testing, interviews and end-of-term report card that must demonstrate successful achievement which meets CNG guidelines in both academic and conduct areas.
- d. **Conditional Admission:** Student has been admitted, but admission is conditional to additional learning support. Some examples of the additional support that may be requested are: Occupational Therapy, Speech Therapy, Learning Center support, part-time/ full-time shadow, psychological or psychiatric support.
- e. **Audit:** In rare cases, the school might determine that a student may be initially admitted without the ability to earn academic credit. The student will be given a period of time where he/she can adjust to CNG and the grade-level academic load. The student's performance will be monitored by the Learning Center, the counselor, the principal, and the student's teachers. The student's status will be reviewed periodically by the school staff and the parents to determine if the audit status should continue or be modified according to his/her progress. At the end of the trimester of admission, the possibility of regular admission will be considered.
- f. **Deferred:** Student meets admissions criteria, but there is no available space for admission. The application is put on hold and deferred until the next term, when it will be taken to committee again.
- g. **Denial of Admission:** School is unable to offer admission to student.

8. CREDIT TRANSFERS AND PLACEMENT

CNG grants credit transfers from other accredited schools based on a thorough credit check completed by the Registrar and Building Principal prior to admission.

*Bachillerato (Colombian Program) students must apostille their official transcripts for 7th grade and above, in the country where the child completed the grade to be apostilled. All other students must provide official, sealed transcripts for the last 3 years of their schooling where applicable.

No student will be admitted to the school without a record from the previous school (report cards, transcripts, etc.). No exceptions will be made to this policy.

9. WITHDRAWAL

- a. **Temporary Withdrawals:** Students may apply for a temporary leave of absence from school for reasons such as, but not limited to: transfer of parents, going on an exchange program, illness, personal well-being, etc.

Applications for temporary withdrawals must be taken to the Director of the school, who will in turn make a recommendation to the Board of Directors for final approval. Parents will be notified in writing of the decision and this communication will be part of the student's permanent file. Parents and the student must also sign a letter accepting the terms of the temporary withdrawal policy.

By applying for a temporary leave of absence, a space in the school will be reserved for their eventual return. Students who withdraw from CNG without requesting a temporary leave of absence will not be guaranteed a future space in the school. Re-entry to CNG in either case is subject to the school's admissions criteria.

Upon return, students must provide a complete application form, transcripts and teacher recommendations during the time they were not in CNG. All passing classes, and a minimum GPA of 2.5 over 4 is expected. The school will also apply the admissions exams and students will be interviewed by a counselor and by another member of the administration (Principals, Director, Director of Student Services, or Admissions Director, among others).

The following policies for temporary withdrawals apply:

1. The student must be enrolled at an accredited educational institution.
2. Spaces will only be held for the group or grade level from which the student originally withdrew.
3. Students must be in good standing at the time of withdrawal.
4. The student and his/her parents must consult the academic credit implications of a semester or year away from CNG with the Registrar. CNG will provide the opportunity to make up any missing credits, but it is the responsibility of the returning student and his/her parents to see they are made up.

Cost for Temporary Withdrawals: The cost for reserving a guaranteed space for a year is as follows:

1. Reserving a space for one or two children: fee cost = 25% of annual tuition each child.
2. Reserving a space for a third child (the first two children still pay the 25% tuition cost each): fee cost = 20% of annual tuition for the third child.

3. Reserving a space for the fourth and each additional child beyond four, if applicable: fee cost = 15% of annual tuition for the fourth child and each additional child thereafter.

Students who are absent for a part of a given school year may be readmitted without additional charge to the same academic year, provided that all tuitions are paid in full.

- b. Permanent Withdrawals:** Parents planning to withdraw their students from CNG must notify the Admissions Office with as much advance notice as possible by filling out a withdrawal form available in that office or online. The Admissions Office will be responsible for notifying the school, the Bursar, the Registrar, the Cafeteria and the Transportation office of the withdrawal. The Admissions Office will also be responsible for coordinating the request for recommendation forms and transcripts for the school and the Registrar.
All obligations to the school (financial, return of materials, etc.) must be met before the records, transcripts, recommendations or diplomas can be released to the family.
- c. Reentry:** Parents who have withdrawn their child(ren) and wish to return must go through the full admissions process.
- d. Reentry Fee:** A reentry fee of USD 1.800 (10% of the registration fee) applies to returning students.
- e. Reimbursement in Case of Withdrawal:**
 1. Reimbursement of Matricula and Pension if school year has not begun: Parents who withdraw the student from school before the school year has begun will be entitled to 100% reimbursement of Matricula and Pension. An administrative fee of COP 704.000 will be charged.
 2. Reimbursement of Matricula and Pension if school year has begun: Parents who withdraw the student from school once the school year has begun will only be reimbursed for any prepayment that was made. Once a billing cycle has begun, there will be no refunds for that billing cycle.
 3. Reimbursement of Registration Fee: If a student is withdrawn from CNG within one semester of attendance, the family will be entitled to a 50% reimbursement of the established Registration Fee. There will be no reimbursement after one semester of attendance.

10. ADMISSION OF STUDENT EXCHANGES

- a. Arrangements for admission of exchange students must be made two months ahead.
- b. Only three students per year will be accepted.



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- c. Exchange students will be accepted only when there is space available at the particular grade level.
- d. Exchange students must meet CNG qualifications, which include an entrance exam, which can be administered by the student's school.
- e. Exchange students may stay at CNG for one semester; if they receive grades during this time, academic grades must average at least 2.5 for them to continue.
- f. Payment of an entrance fee will be waived; all other fees must be paid.

11. ADMISSION OF STUDENTS LIVING WITH GUARDIANS OTHER THAN THEIR PARENTS

- a. No CNG student may be living on his/her own without adult supervision.
- b. Students may live with adult supervision other than their parents/legal guardians while enrolled at CNG. The supervisor must serve as a co-signer in the matriculation contract along with the student's parents/legal guardians.
- c. In cases where a student applies for admission and will be living with an adult supervisor, the Admissions Committee may request for a formal interview with this supervisor as part of the admissions process at their discretion.
- d. Students under the age of 16 not living with their parents/legal guardians must live with an adult supervisor that is able to provide a familiar environment that is favorable for the student's learning and development, as determined by the Admissions Committee.

12. CNG EDUCATIONAL EXPENSES FOR A GIVEN SCHOOL YEAR:

CNG educational expenses for a given school year can be requested by emailing admissions@cng.edu