

## Admissions Dates and Items Required

<b>February 2, 2024</b>	Deadline to submit completed application packet to be considered in the first round of admissions decisions.
<b>January 25, 26 or February 9, 2024</b>	Prospective kindergarten students are invited to a required kindergarten readiness assessment. Sessions are scheduled for one, 30-minute time slot.
<b>February 26 - March 6, 2024</b>	Admissions decisions emailed to families that completed an application packet by the February 2 deadline.
<b>March 15, 2024</b>	Deadline to submit financial aid application. A letter to the financial aid committee will be required at a later date.
<b>May 31, 2024</b>	First tuition installment withdrawn from FACTS.

All of the listed Application Packet Requirements below will be submitted through our enrollment portal.

### Application Packet Requirements

Required Item	Details
<b>Application</b>	<p>The Basilica School of Saint Mary utilizes a single-school application found online at <a href="http://smsva.org/admissions">smsva.org/admissions</a>.</p> <p>If you choose to apply to multiple schools in the Diocese of Arlington utilizing the diocesan application, you must also complete our school application.</p> <p>Please note that an applicant's packet is considered complete when ALL required documents have been submitted and processed.</p>
<b>Application Fee</b>	Non-refundable application fee of \$55.00 per applicant.
<b>Copy of Birth Certificate</b>	Required with application. After acceptance, the original birth certificate must be presented to the School for verification.
<b>Copy of Sacramental Certificates</b>	Catholic applicants only. This includes Baptismal certificate and First Communion (if they have been received).
<b>Record of Immunization</b>	Immunization record is due with application. Exemptions for immunization requirements are not accepted.
<b>VA School Entrance Health Form</b>	The Commonwealth of VA School Entrance Health Form must be submitted prior to the start of school, but is not required to make the application complete.
<b>School Records <i>Students applying to grades 1-8</i></b>	Student Records are to include current and two previous academic years' (minimum), report cards (including comments), standardized test scores and all additional applicable requirements per the Release of Student Records Request Form.
<b>Prospective Student Evaluation Form</b>	<p><b>Submitted by your child's current teacher.</b></p> <p>There is an evaluation specific to PreK &amp; K applicants. A separate evaluation is used for students applying to grades 1-8.</p>
<b>Parish Acknowledgement Form</b>	Catholic applicants only. This form must be completed by the applicant's parish office and submitted directly from the parish to The Basilica School of Saint Mary. Complete either the form specific to parishioners of The Basilica of Saint Mary or the one for parishioners of other Catholic parishes.
<b>Custody Decree (if applicable)</b>	Custody agreement is required with application.
<b>Additional information (if applicable)</b>	<p><b>If the applicant has been tested or evaluated for any disability, English as a second language, or medical condition, additional information is required.</b></p> <p>Documentation required with application: a copy of IEP, 504 plan, Student Assistance Plan, Speech and Language Evaluation, Psycho-educational test results, Special Ed Child Study, Special Ed Eligibility Date from base public school and Special Ed Triennial.</p>

**All required documentation must be received and processed for an application to be complete.**

## Additional Application Process Notes

If the applicant has ever been suspended, dismissed, expelled or not permitted to re-enroll in a school we will require additional information.

### AGE REQUIREMENTS

Applicants must be age eligible for their rising grade in the upcoming school year to apply for enrollment.

**PreK:** Children who are 4 years old and toilet trained by September 30 of the enrollment year

**Kindergarten:** Children who are 5 years old by September 30 of the enrollment year

### ACCEPTANCE PROTOCOL

The Acceptance Protocol acts as the framework for evaluating incoming applications. Application packets are extensively reviewed. The Basilica School of Saint Mary reserves the right to offer placement to applicants considering the best fit for the student, grade level and school.

- Siblings of returning students currently attending our kindergarten through eighth grade who are children of **active** parishioners of the Basilica of Saint Mary
- Siblings of returning students currently attending our kindergarten through eighth grade who are children from families registered at other Catholic parishes
- Siblings of returning students currently attending our kindergarten through eighth grade who are children from non-Catholic families
- Children of **active** parishioners of The Basilica of Saint Mary
- Children from families registered at Catholic parishes without schools
- Children from families registered at Catholic parishes with schools
- Other Catholics
- Children from non-Catholic families

**Attendance in The Basilica School of Saint Mary's PreK program does not guarantee admission to kindergarten.**

**The Basilica School of Saint Mary admits students of any race, color, or national origin.**

### TUITION AND FEES

Please visit our website for the latest information on tuition and fees.

Upon acceptance, the following fees are nonrefundable.

The amounts shown are from 2023-2024 and are subject to change as tuition and fees are determined annually.

- Registration Fee - \$200 per family
- Book and Technology Fee - \$350 per student
- Tuition Deposit - \$500 per student (applied to your first month's tuition)

Tuition is paid either in a lump sum in June, or spread over 12 months starting in June. The Basilica School of Saint Mary uses FACTS as its online tuition and fee management service. Be advised that FACTS assesses a \$55 processing fee for using their payment plan option.

