



THE GENEVA SCHOOL

ADMISSIONS PROCESS

Welcome to The Geneva School's admissions process. We appreciate your interest in the school and encourage you to learn more about our school's classical Christian approach to education by exploring the information contained in this packet, along with our website, www.genevaschooloc.org.

At TGS, our Admissions Committee purposes to handle each family's application(s) with the utmost care. Our goal is to help all the students attending TGS to thrive. To that end, the application process is designed to help us understand the ability, motivation, and character of each applicant and more accurately identify and admit students from families who have expressed educational convictions similar to those upheld by TGS.

Thank you for considering The Geneva School for your child. We look forward to serving your family!

Priority for acceptance is as follows:

1. Continuing Students
2. Siblings of continuing students
3. All other applicants

Step 1: Be Informed of the characteristics and distinctions of the classical Christian education offered at TGS.

- ☐ Visit our website: www.genevaschooloc.org
- ☐ **Fill out Inquiry Form through our website**
- ☐ Schedule a tour with our Admissions Administrator

Step 2: Application

- ☐ You will complete the **admissions application** within the Blackbaud Checklist process you'll be assigned to once you fill out your Inquiry Form.
 - ☐ **\$75 application fee** (per student applicant; *non-refundable*)

Through the Online Checklist, submit:

- ☐ Copy of student's Birth Certificate, Recent Health Exam & Immunization record
- ☐ Copy of Student's most recent Report Card (when applicable)
- ☐ Copy of most recent Standardized Test Scores (when applicable)
- ☐ Kindergarten Readiness Assessment - administered by our Kindergarten teacher
- ☐ Enter respective email info for online recommendations:
 - Your pastor
 - Your student's current teacher (when applicable)
 - Your student's current administrator (when applicable)

NOTE: Student's application will not be processed until all fees, documents, and completed references are received.

Step 3: Financial Aid Application (when applicable)

- TGS offers a need-based tuition assistance program.

Step 4: Placement Testing (for students entering 1st- 8th Grades)

- TGS will schedule placement testing for admissions.

Step 5: Family Interview

- Once your completed application is received and placement test administered, TGS will contact you to schedule a family interview.
- All parents are required to have read the TGS Statement of Faith located on our website: <https://www.genevaschooloc.org/about-us/statement-of-faith> prior to the family interview.

Step 6: Determination Letter (with tuition assistance award if applicable)

After the interview, you will be notified of the admissions decision:

- Accepted – An enrollment agreement will accompany the acceptance letter.
- Wait pool – Applicant is accepted, with admission contingent on class availability. TGS will select students as space becomes available.
- Denied – A letter will include a simple explanation of the reason for denial.

Step 7: Enrollment

- The family of the accepted applicant(s) has two weeks from the date of the notification letter to respond before the student's seat is offered to others.
- Enrollment is completed online by submitting a signed enrollment contract, tuition contract, enrollment fee (non-refundable), and student record release authorization through your TADS account.

Step 8: Enrollment Paperwork:

- All families will be required to complete the enrollment paperwork in order for students to begin classes.

We recommend that you submit your application as soon as possible, but we will accept ongoing applications.

NOTICE OF NON-DISCRIMINATION POLICY

The Geneva School admits students of any race, color, natural and ethnic origin to all rights, privileges, programs and activities accorded or made available to academy students. TGS does not discriminate based on race, color or national and ethnic origin. TGS reserves the right to select students based on religious belief, educational philosophy, and academic performance.