



PARKVIEW BAPTIST SCHOOL ADMISSIONS AND FINANCIAL POLICIES

ADMISSIONS REQUIREMENTS

All applicants are considered on the basis of aptitude and achievement tests, recommendations, previous report cards, results of any admission testing, and the families' commitment to a Christian lifestyle. A student's previous educational records and behavioral patterns are all considered in the acceptance process. Falsified admission information will result in immediate dismissal without a refund.

Admissions Process

1. Student applies online at www.parkviewbaptist.com under 'Apply Online.'
2. Once application is received with all necessary documentation (report cards, test scores and recommendations), student will be set up for entrance testing (TK-8th grade) or Interview (9th-12th Grade)
3. Notification of acceptance will be sent after applications and testing information are complete.
4. New applicants are considered on the following criteria.
 - a. At least a 2.5 grade point average for students in grades 5 through 12; others will be considered on a case by case basis upon review by the admissions department;
 - b. A qualifying score on the ERB Entrance test;
 - c. A record of good behavior and attendance at previous school;
 - d. A completed application including a previous report card, official transcripts, recommendations, and any other previous educational records
 - e. A personal interview by the appropriate Division Head.
 - f. Kindergarten students must be 5 years old by September 30 of the school year.
 - g. Pre-Kindergarten students must be 4 years old by September 30 of the school year.

Mission of Parkview Baptist School

- Parents should understand that the school will attempt to lead their child to a personal relationship with and commitment to Jesus Christ.

Tuition and Fees

- Fees and tuition must be paid as stated in tuition and fee schedule listed on the website by the beginning of the school year in order for students to attend the first day of class.
- Application to PBS requires an application fee which is submitted during the online application process. When the student is accepted, the signed contract and a registration fee are due within two (2) weeks. The application fee for all new students, which is paid on the day of application, is not a part of the registration fee and will not be refunded for any reason.
- New students are assessed a one-time new student fee (only the first two children in a family are charged).

Requirements for Students and Parents

- Students who have been dismissed due to disciplinary reasons from PBS or another school may not be accepted for enrollment.
- All students attending PBS must take courses required toward graduation. Seniors must complete Parkview's graduation requirements in addition to state requirements (Bulletin 741) to graduate from PBS. We do not allow for 'early' graduation.
- All parents and students must agree to the purpose and goals of the school and abide by all policies in order to be admitted and to remain at Parkview Baptist School.

Students with Learning Differences

- Students with documented learning differences will be considered by the administration on a case by case basis. The student must meet all entrance requirements. Any special accommodations required after acceptance will be met in a learning lab.
- School administration may require Learning Lab services (for an additional fee) as a condition of acceptance.
- The administration reserves the right to deny the acceptance of a student if after testing the student and evaluating his application, it is determined that PBS cannot service the student according to its curricular offerings and in light of the faculty's expertise.

Financial Obligations

- The administration reserves the right to deny the acceptance of a student if there is any outstanding financial obligation owed to another school.

Adherence to Dress Code

- Parents must accept responsibility for the dress and appearance of their children. All students will follow the dress code. Parents are ultimately responsible for the dress and conduct of their children. This responsibility must be accepted in order for the student to be admitted and to remain at Parkview Baptist School.

Enrollment Contracts

- Enrollment contracts must be signed and returned to the school business office upon receipt. Students will not be allowed to attend classes without a signed contract on file in the administrative office.

Application Period

- During the school year, the admissions office will continue to accept applications and screen prospective students; however, admission into the school will only occur at Parkview Baptist's quarterly grading periods. Exceptions will be considered for those families being relocated into the Baton Rouge area.
- Applications for 11th and 12th grade are only considered on a case-by-case basis.

Home School Transfers

- Students transferring to PBS from any approved state department of education home school program may receive credit for work that was completed at the high school level.
- Students from non-approved programs must take a pass/fail proficiency exam in each subject for which credit is requested. A passing score of 60% or above will result in a full or half unit of credit with a grade of "P" indicated on the student's transcript.
- Home-schooled students may also be required to take a proficiency exam for placement in a particular subject or level. The results of any proficiency exam will be kept on file with the student's permanent record.

REFUND POLICY

Tuition, Cafeteria, Application, New Student, and Registration Fees

- Tuition, cafeteria, application, new student, and registration fees are non-refundable and non-transferable. If a student withdraws after the parent or guardian has signed the Contract of Enrollment, the balance of tuition, cafeteria, application, new student, and registration fees, is due, in full, at the time of withdrawal, whether the withdrawal is due to dismissal, expulsion, or any other decision made by the parent or guardian.

Moving Exception

- Tuition and cafeteria fees may be refundable by written request in accordance with the following Refund Table when the relocation of a family is due to change of job status which results in a move outside the 30 mile radius of Parkview Baptist School. Written verification that the relocation is job-related must be submitted on company stationery and signed by the parent's or guardian's immediate supervisor. Documentation of enrollment into the new school must also be presented.

Refund Table

The percentage of tuition and cafeteria fees that may be refunded, upon approval, is as follows:

March 1- June 30	85%
July 1 – August 14	70%
August 15 – August 31	65%
September 1 – November 30	55%
December 1 – January 31	45%
February 1 – March 31	25%

NO REFUNDS WILL BE MADE AFTER MARCH 31.

Actions for Delinquent or Unpaid Accounts

The *Contract of Enrollment* is between the Parent and Parkview Baptist School. By enrolling a student in Parkview Baptist School, a parent obligates himself to fulfill the agreed-upon payment plan. **The administration, within its professional judgment and at its sole discretion, pursuant to the School Board policy, has been authorized to take the following action(s) should the parent's promise to fulfill the payment plan be broken:**

- a. Deny instruction to a student;
- b. Refuse to allow the student to participate in co-curricular and extra-curricular activities;
- c. Refuse to allow the student to participate in graduation ceremonies;
- d. Refuse to re-enroll the student for the next school term;
- e. Refuse to allow the student to take exams;
- f. Impose other fees resulting from non-payment or late payment may apply;
- g. Turn account over to a collection agency; or
- h. Refuse to release records/transcripts.

FINANCIAL AID

Parkview Baptist School provides limited financial aid to families demonstrating need based on the recommendation of FACTS. Access to FACTS can be found on the Parkview Baptist School website. Applicants must include the appropriate fee to FACTS with the completed application. FACTS will send their recommendation to the PBS Scholarship Committee for review and distribution of funds. Aid cannot be considered until all outstanding financial obligations from the other schools have been paid in full. Qualified applicants will be notified of the amount of financial aid awarded. The school has the sole right to withdraw financial aid for any reason at any time.