



## Briarwood Christian School

2204 Briarwood Way  
Birmingham, Alabama 35243  
(205) 776-5812

### **Application Procedure and Schedule of Charges for 2018-19**

We appreciate the opportunity to provide information about the application procedure, our School Philosophy, and a Schedule of Charges for Briarwood Christian School. We are pleased that you would consider giving our school the opportunity to be involved in your child's education. Please give careful attention to the information provided below if you desire to enroll a student at Briarwood Christian School.

#### **STEP ONE**

A completed Student Application Form and a \$95.00 **non-refundable** Application Fee, per student, must be submitted to the Admissions Director. The Application Fee is **non-refundable**. A Student Application Form, a Statement of our Philosophy, and a Schedule of Charges for the 2018-19 school year are enclosed for your information.

#### **STEP TWO**

The Admissions Director will acknowledge receipt of your Student Application Form in writing. At a later date you will receive information about the dates for testing and orientation. Testing and orientation are scheduled by the Admissions Director.

All prospective students for grades one through twelve must pass an entrance exam at "grade level" to be eligible for enrollment for the grade of admission. Parents are required to attend a Parent Orientation Meeting and submit a completed Parent Interview Form. We encourage completion of Step Two as soon as possible.

#### **STEP THREE**

All students in grades seven through twelve who pass the entrance exam must schedule an interview with the appropriate administrator. The Junior High Principal (Mr. Mike Sanders, 205-776-5914 or [msanders@bcsk12.org](mailto:msanders@bcsk12.org)) interviews prospective seventh and eighth grade students, and the High School Administrator (Dr. Shawn Brower, 205-776-5903 or [sbrower@bcsk12.org](mailto:sbrower@bcsk12.org)) interviews students for grades nine through twelve. A Reference Form must be completed by the Principal or the Counselor of the student's existing school. After meeting with the Administrator, prospective students for grades seven through twelve meet with the Admissions Committee. These interviews are scheduled after successful admissions testing.

#### **STEP FOUR**

Upon notification of acceptance, the parent must complete and return a Student Enrollment Form and the required payment within 14 days for kindergarten students and 30 days for students in Grades one through twelve.

The enclosed Schedule of Charges provides information about the Initial Registration Fee, tuition, other charges and details the payment schedule for the different charges. Mrs. Rikki Lee (205-776-5813 or rlee@bcsk12.org) can answer your questions about fees and tuition.

#### **STEP FIVE**

State Law requires each student to present a certification of immunization (blue form) before the student may attend school. Briarwood honors this law by **requiring** each family to provide a completed Immunization Form **before** the first day of school. In addition, all students entering Kindergarten, Sixth grade and Twelfth grade must have an MMR Form (red) or the New Blue Immunization that indicates the MMR. These forms verify that the student has had a second measles shot.

#### **IMPORTANT FACTS**

Briarwood Christian School will not enroll any student who has not met all requirements for enrollment.

Briarwood Christian School admits students of any race, color, gender or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. Briarwood Christian School does not discriminate on the basis of race, color, gender or national and ethnic origin in administration of its educational policies and admission. Briarwood Christian School is a ministry of Briarwood Presbyterian Church.

If you have any questions about registration or about our school, please contact our Admissions Director, Mrs. Kelly Mooney at 205-776-5812 or kmooney@bcsk12.org.

May the Lord richly bless you and your family.