



New student applicants must provide the following items to the Admissions Office prior to the interview with the principal. Documents may be uploaded to the online application, emailed to ccs@columbiachristian.com, faxed, mailed, or dropped by the Admissions Office in Sanders Hall.

- ☐ **Online application form** – contact the Admissions Office for the website link
- ☐ **Application fee: \$75 non-refundable**
 - ✓ Includes new student testing
 - ✓ May be paid online, by cash or check in the school office, or with a debit card over the phone
- ☐ **Authorization to Release Records** – to facilitate the transfer of academic documents including:
 - ✓ Transcript/report cards from the current year and the last two completed grade levels
 - ✓ Recent achievement test results
- ☐ **Copy of birth certificate** – if the current school did not forward a copy with the transcripts and tests
- ☐ **Recommendation Information Sheet**
 - ✓ Two are required for 1st-12th grade students:
 - One from current principal/school administrator or current teacher AND
 - One from church leader or other character reference
 - ✓ One is required for PreK and Kindergarten students:
 - Early Childhood Teacher/Director Recommendation form, if student previously attended a preschool/day care OR
 - Recommendation information sheet from a family acquaintance, if student has not been to preschool/day care
- ☐ **Recent student picture or snapshot**
- ☐ **Student Applicant Questionnaire** – required for grades 6th-12th
- ☐ **Signed Handbook Acceptance and Spiritual Life Agreement** – required for grades 6th-12th
- ☐ **New student testing results** – assessment to be scheduled through the Admissions Office

Upon gathering the required documents, contact the Admissions Office to schedule an interview with the principal.

After a student has been accepted, the following must be completed within five business days to secure a spot for the child in his/her class:

- ☐ *Online enrollment (including setting up a tuition payment plan through FACTS)*
- ☐ *Annual registration fee payment*
 - ✓ \$300 for half-day students (PreK)
 - ✓ \$400 for elementary students (K-5th grade)
 - ✓ \$500 for middle and high school students (6th-12th grade)

Columbia Christian admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. Columbia does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, student admissions, scholarships and other financial assistance, athletics, and other school-related programs.