



APPLICATION INSTRUCTIONS for 2010-2011 GRADES K, 2-6

Hawaii Baptist Academy welcomes you as a candidate for admission. Our Admissions Committee will give your application personal and individual attention.

Applications and supporting credentials for Fall 2010 may be forwarded to our office from September 1, 2009. Deadline for accepting Kindergarten applications is **January 31, 2010**. **All Kindergarten male (boy) applicants must be five years old by June 30, 2010, and female (girl) applicants must be five years old by September 30, 2010.** There are no openings for Grade 1, therefore we will not be accepting applications for this grade. All other applications should be completed no later than **February 10, 2010**. Late applicants will be considered as long as vacancies exist.

1. Application for Admission

Fill out the application form and return it to the Admissions Office with a non-refundable application fee of \$60 for grades K, 2-6. Application forms may be downloaded from HBA's website: www.hba.net.

2. Records

- a. Students applying to **kindergarten** should submit the following forms to the present schools:
 1. Consent for Release of Information (Form 1).
 2. Confidential Teacher Report (blue form) to your child's present teacher after January 1, 2010.
- b. Students applying from **private** schools to **grades 2-6** should submit the following forms to the present school after January 1, 2010:
 1. Consent for Release of Information (Form 1).
 2. Confidential Administrator Report (Form 2).
 3. Teacher Reference Report (Form 3).
 4. Copies of your child's previous year and 1st semester current report cards.
 5. Copies of report cards as you receive them for the remaining quarters of the current year.
- c. Students applying from **public** schools to **grades 2-6** should submit to HBA the following:
 1. Copies of your child's previous year and 1st semester current report cards.
 2. Copies of report cards as you receive them for the remaining quarters of the current year.
 3. The Teacher Reference Report (Form 3) to your child's present teacher(s) after January 1, 2010.

3. Teachers' Reference (Form 3)

One (1) Teacher Reference Report is required for grades 2-4. Two (2) Teacher Reference Reports are required for grades 5 & 6. The current Language Arts teacher and Math teacher should complete the forms. It is suggested that you provide a stamped, addressed envelope with the form.

4. Elementary Admissions Test and Selection Procedure

Students are selected for admission on the basis of performance on the achievement tests (grades 2-6) and developmental tests (kindergarten) administered by HBA, recommendation of teachers and administrators of school where child is presently enrolled, and previous report cards. Because of the limited enrollment in each grade level, only those students who demonstrate a potential for success with our school programs are admitted.

5. Interview

We request separate interviews with the student and the parents. Interviews will be requested after receiving your application for admission and supporting credentials. If any credentials are missing, you will be advised at this time.

NOTIFICATION

After test results, recommendation forms, interview, school grades, and all other pertinent data are evaluated, notification of the admission decision will be made. If accepted, to confirm your reservation, all applicants for grade 6 must reply no later than April 15, 2010, and applicants for grades K, 2-5 no later than May 10, 2010. Upon acceptance, a \$300 deposit is required. Admission notification continues as long as there are vacancies. Students on the waiting list will be notified when an opening occurs.

FINANCES

Tuition for the 2009-2010 school year is \$11,125 for grades K-6. In addition, students pay a book fee of \$190 and a non-refundable comprehensive fee of \$280. New financial information will be available in January 2010. A limited amount of financial aid covering part of the tuition is available for students in grades K-6. Financial aid applications may be submitted on-line at the Tuition Aid/Data Services (TADS) website beginning January 2010 (www.tuitionaid.com) and should be completed by April 15, 2010 for first round consideration. The financial aid committee will review a new student's application for qualification of financial assistance only after a student has been accepted for admission and the HBA Enrollment Contract and tuition deposit have been received. All information provided is strictly confidential.

ACCEPTANCE INFORMATION

The Admissions Office will try to keep you informed of the status of your application. Your questions or special concerns will receive individual attention from the admissions staff. Please write or call:

Director of Admissions
Hawaii Baptist Academy
21 Bates Street
Honolulu, Hawaii 96817
Ph: (808) 536-6830 or 524-5477
Fax: (808) 524-8193