

Admissions Process

Admission to HBA

Entry level grades at HBA are kindergarten (48 new students in 3 classes of 16 each), grade 4 (when one additional class is added) and grade 7 (where two additional classes are added). There are usually limited openings available at other grade levels since most students continue their education from year-to-year at HBA, but parents are encouraged to call the admissions offices to check for openings due to attrition. Applications are accepted beginning September for the following school year. Applications are not accepted for Grade 1. More information on requirements will be mailed upon request from the elementary or high school office. Admissions documents can be downloaded from HBA's website: www.hba.net. The deadline for Kindergarten is January 31; the deadline for Grades 1-6 is February 10.

Selection for admission is made on the basis of previous grades in school, recommendations of former teachers, a personal interview, and tests.

For the middle & high school, performance on the Secondary School Admission Test (SSAT) and on placement tests in math, reading, writing and skills ability are considered. In the elementary division, selection is based on performance on achievement tests administered for grades 1-6, and a developmental skills test for kindergarten.

Because of limited enrollment, not all who qualify are accepted. Only those students who demonstrate a potential for the greatest success with the HBA program are admitted. If a student is accepted, parents will be mailed an Admission Reply Data Form with instructions and deadlines for responding.

For transfer students, the invitation to join the student body at HBA is conditional upon a student's satisfactory completion of the current school year and the receipt of records indicating that completion. Out-of-state students should obtain transfer papers authorizing HBA to request records. Local students must obtain a release card, signed by a parent, from their previous school. HBA reserves the right to determine which courses and grades from transfer schools will be accepted and computed into the HBA cumulative grade point average. Parents of new students should retrieve their children's health examination and immunization reports from the school previously attended and submit them to HBA. All new applicants are required to have an entrance physical examination and a tuberculosis (TB) clearance. These are to be documented on the HBA Student Health Record. In addition, the Health Services authorization form must be completed and submitted. These forms are mailed to the parents of all new students.

Hawaii Baptist Academy welcomes applications from students that have been home schooled. Applicants should submit documentation that substantiates the curriculum used, assessment instruments used including standardized tests and report cards. A copy of the daily homeschool schedule and calendar of the school year is also required. Homeschool applicants for grades 10-12 must also submit an official transcript from an authorized homeschool documenting institution or from the homeschool program to which the student is enrolled.

Acceptance is conditional upon HBA receiving official records validating a student's completion of the school year.

HBA reserves the right and power to control its own internal disciplinary procedures. The submission of a signed Enrollment Contract is considered an acceptance on the part of the student and the part of their parents or guardians of all the rules and regulations of HBA, including the judgment of school authorities on discipline, suspension, or expulsion of students. Hawaii Baptist Academy reserves the right to withdraw its acceptance of an incoming student's application for enrollment, for any reason or no reason at all, prior to the first school day of the 2009-2010 academic year.

Continuing Enrollment

Early in the second semester, parents are mailed financial and re-enrollment information for the following year. At that time, students who intend to re-enroll should complete the Re-enrollment and Tuition Contract and return it to the school with a \$300 re-enrollment fee. HBA reserves the right to withdraw a student's enrollment if accounts are not paid in full by April 30. If a student does not intend to return or cancels re-enrollment, parents should indicate so on the contract or send a letter to the principal by May 10 in order to be refunded a portion of the deposit.

Students with unacceptable behavior will be reviewed by their teachers and the administration at the end of each school year. The purpose of this review is to determine whether or not the student should be allowed to enroll in HBA the next year. Parents of students being reviewed will be notified before the review board meets.

HBA reserves the right and power to control its own internal disciplinary procedures. The enrollment of students at HBA is considered an acceptance on their part and the part of their parents or guardians of all the rules and regulations of HBA, including the judgment of school authorities on discipline, suspension, or expulsion of students. Hawaii Baptist Academy reserves the right to withdraw its acceptance of a returning student's application for enrollment, for any reason or no reason at all, prior to the first school day of the 2009-2010 academic year.

Readmission to HBA

Withdrawals—A student who voluntarily withdraws from HBA and who wishes to reapply should submit an application. Readmission is not automatic and is considered on an individual basis.

Dismissals—When students are dismissed from HBA, they must wait a calendar year before they can be reconsidered for regular or summer school admission. This means a student who is dismissed may not begin the admission process earlier than a year after the dismissal. An administrative review of a request for readmission is required. Readmission is not automatic and is considered on an individual basis.

Withdrawal from HBA

When a student withdraws from HBA, he or she submits a parent's written notice of complete withdrawal to the high school or middle school principal's office in a timely manner. Clearance must be obtained from the registrar before a student's withdrawal is official and financial actions are finalized. The withdrawing student must also return all books to the library and teachers on or before the last day of attendance. Any tuition refund due is computed in accordance with the Tuition Refund Plan. (See page 128.) A student who voluntarily withdraws from HBA and who wishes to reapply should submit an application. Readmission is not automatic and is considered on an individual basis.

If a student fails to attend five consecutive days of classes and the absences are deemed to be unexcused, HBA reserves the right to officially dismiss the student from school. Parents will be bound by the financial terms of the Enrollment Contract, and in addition will be billed for any unreturned textbooks and other fees that the student has incurred.

Financial Information

Annual Tuition

Grades K-6: \$11,125
Grades 7-12: \$11,375

Comprehensive Fee and Book Fee

Grades K-6: \$470
Grades 7-12: \$595

The comprehensive and book fee is required in addition to the tuition. It covers the cost of yearbook, testing, field trips, student newspaper, handbook-catalogue, and book rental. For middle-high school students, the fee also covers locker rental, special course supplies and materials, class scheduling, shower fee, and athletics.

After School Enrichment Program (for elementary school only)

Grades K-6: \$1,380

Middle School FLEX Program Course Fees

Additional course fees are required for supplies and other materials. These fees are billed in September.

High School Elective Course Fees

For some courses, additional course fees are required for supplies and other materials. These fees are billed in September.

Class Dues (for middle-high school only)

Class dues at the middle & high school help support class activities. Dues include the cost of a class shirt. They are non-refundable upon withdrawal or dismissal.

Senior Class: \$80 Sophomore Class: \$65 8th Grade: \$55
Junior Class: \$80 Freshman Class: \$65 7th Grade: \$55

Payment Options

Families may choose one of the following payment options:

Annual Payment—Tuition is payable in advance in one single payment, together with all comprehensive, book fees and other fees. Payment is due on or before July 1st prior to the beginning of the school year. This option includes a \$150 tuition reduction (not applicable for financial aid recipients). The advance deposit of \$300 is applied to this amount. Tuition Refund Plan (TRP) insurance is optional.

Semester Payments—Tuition is payable in advance in two installments. The first installment of at least one-half of the tuition, together with all comprehensive, book fees, and other fees is due on or before July 1st prior to the beginning of the school year. The advance deposit of \$300 is applied to this amount. The second installment of the balance is due on or before December 1st of the academic year. Tuition Refund Plan (TRP) insurance is required.

Monthly Payments (automatic deduction from checking or savings account) —Tuition is payable in advance in ten installments. Each installment of one-tenth of the tuition is due on or before the 5th day of each month beginning July 5th prior to the beginning of the school year, and ending April 5th of the school year. This option requires a \$150 handling fee per family. Comprehensive fees, book fees and other fees are included in the July

5 automatic deduction. The advance deposit of \$300 is applied to this amount. Tuition Refund Plan (TRP) insurance is required.

Tuition Refund Plan (TRP)—Parents should understand that the obligation to pay the charges for tuition and fees for the full academic year is unconditional and that no portion of such charges, paid or outstanding, will be refunded or cancelled in the event of absence, withdrawal, or dismissal from Hawaii Baptist Academy. As a result, HBA recommends that parents consider the merits of the Tuition Refund Plan. The TRP will provide substantial assistance in limiting the financial loss that may result due to withdrawal, dismissal, or death of a student's parent or legal guardian during the school year, provided the student is enrolled for fifteen (15) consecutive calendar days commencing with the student's first day of attendance. Participation in the plan is required for those choosing the semester or monthly payment option schedule and voluntary for those choosing the annual payment option schedule.

Late Payment

Timely payment of tuition is essential. All delinquent accounts will be assessed a charge of 1.5% (annual percentage rate of 18%) on all overdue accounts. We offer a 10-day grace period after each due date before finance charges are assessed. A \$25 service fee is charged for each returned check or automatic non-deduction because of insufficient funds.

HBA works sensitively and diligently with families to meet their financial obligations in a timely manner. However, when tuition accounts fall forty-five (45) days in arrears for any reason, official transcripts for college and scholarship applications will be placed on hold until the account is current. Students will not be permitted to participate in HBA's commencement ceremony until their account is paid in full.

Accounts in Arrears

Accounts in arrears (i.e., past due balances) will have the following impact on HBA students:

- Official academic transcripts will not be issued for any reason for students whose account is more than 45 days in arrears. Official transcripts will be issued once a student's account is brought to zero balance due.
- All students must have their financial accounts paid in full prior to participation in graduation ceremonies. The student's account must be brought to a zero balance due status a minimum of five (5) working days before the day of graduation.
- Students may be dismissed if payments are not made in a timely manner.

Fines/Financial Obligations

Students are responsible for damages to or loss of textbooks, borrowed books/materials from the Learning Center, sports uniforms, or any school property. Transcripts and report cards may not be released until financial obligations are paid.

For classes that allow student use of expensive equipment during school or after hours that could be lost, stolen, or damaged, students are responsible for such equipment up to \$1,000 of its replacement cost.

Financial Aid

HBA administers a limited financial aid program to assist students who lack the resources to meet the full cost of an education at the school. Financial aid is awarded to students on the basis of financial need only. Students in grades 7-12 receiving financial aid are encouraged to help the school by volunteering for school service.

Financial aid awards are made for one year only. In the event that a student should withdraw from HBA for any reason before the school year ends, the financial aid award amount will be prorated through the date of withdrawal. All families who accept a financial aid award will be required to remain current in their tuition payments for the entire school year.

Parents who desire financial aid must reapply for financial assistance for the next school year. Information and applications are available at TADS, online at www.tuitionaid.com beginning December. Parents must submit all required documents by April 15 in order to be considered for financial aid for the following school year. Applications which fail to meet the deadline will be considered only if there are funds available. All information provided is kept strictly confidential.

Insurance

All students, staff, and volunteers must have medical insurance to participate in any school sponsored activity, including but not limited to camps, excursions off-campus, off-island, and out-of-state trips.