



# RockyMount ACADEMY

## ADMISSIONS GUIDELINES

*Subject to change*

### **Statement of Non-Discrimination**

Rocky Mount Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, program, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **Grades Served**

Rocky Mount Academy serves students in grades PK-12.

### **Application Availability**

Applying for admissions takes place online through [www.rmacademy.com](http://www.rmacademy.com) , under Apply. We ask that you apply no more than twelve months before the student wants to enter RMA.

### **Supplementary Application Documentation and Testing**

In addition to the application for admission, supplementary information is necessary before student completes entrance testing.

### **Pre-Kindergarten**

- Applicant must be four years old on or before August 31 of the year in which he or she is applying for entrance into RMA.
- Completed questionnaire (provided by RMA) from this year's child care or preschool teacher
- PreK readiness test, given on an appointed day by the Head of Lower School

### Kindergarten

- Applicant must be five years old on or before August 31 of the year in which he or she is applying for entrance into RMA.
- Completed questionnaire from this year's child care or preschool teacher
- Kindergarten readiness test, given on an appointed day by the Head of Lower School

### First through fourth grades

- Student records, including transcripts (Health records requested after acceptance)
- Two teacher recommendations – one from this year's teacher plus one other – forms provided by RMA
- One personal recommendation
- All forms provided online
- RMA admissions test, given on a designated day by the Director of Admissions, once all the above is submitted

### Fifth through twelfth grade

- Student records, including transcripts (Health records requested after acceptance)
- Recommendations from current English and Math teachers
- One personal recommendation
- All forms provided as part of online application
- RMA admissions test, given on a designated day by the Director of Admissions, once all the above is submitted

### **Interviews**

Parents and students applying for grades 1-12 are required to meet with the Director of Admissions and the Head of the division in which the student will enter to discuss the school, your goals for your child's education, and how RMA can meet those goals. This step can be coordinated around a school visit, if convenient for all parties involved.

### **School Visits**

Applicants currently in grades 3-11 are encouraged to spend a day on campus after making application. They can be hosted by a current RMA student and attend classes in their current grade to get a sense of what it is like to go to school at RMA. The applicant can request to be hosted by a friend, or the school will match up the applicant to a student with similar interests, course schedule, etc.

### **Application to Admissions Committee for Decision**

An application cannot go before the Admissions Committee until all documents are turned into the school and admissions testing and school visit (if desired) are completed. In the event that an applicant is unable to finish all steps due to the fact that he or she lives outside of the Rocky Mount area, the application can go to the Admissions Committee after all documents have arrived, and a conditional acceptance can be made with final approval pending the successful completion of the other steps.

### **Deadline for Receipt of Application and Decisions**

#### *Rolling Admissions for PK*

- Applications will be considered on a rolling admissions basis at any time. Applications continue to be allowed as long as space is available.
- Based on admissions policies, as well as the number of openings in PK, the applicant will be accepted and given a contract, accepted and put in a wait pool, or denied. See “Wait Pool Policy” for further information.
- The contract must be returned by the date indicated, with the enrollment fee, to be guaranteed a space in PK.

#### *Rolling Admissions for Grades K-12*

- When the interview (if applicable) and testing are completed and all forms (if applicable) have been turned in, the application will be taken to the Admissions Committee.
- Based on the applicant’s qualifications and the number of openings in that grade, a student will be accepted and given a contract, accepted and put in a wait pool, or denied.
- Contract must be returned, with the enrollment fee, by the date indicated to be guaranteed a space in that grade.

### **Special Consideration**

Special consideration, but not a guarantee for acceptance or admission into RMA, will be given in all grades (PK-12) to siblings of current students and children of RMA graduates and faculty while space is still available in that grade. Once there is a wait pool, these relationships no longer receive special consideration. See “Wait Pool Policy” for further information.

### **Wait Pool Policy**

- Wait pools will remain in effect after the school year starts.
- If a space becomes available before the end of the first trimester of the academic year for which an application was entered, the Admissions Committee will consider granting a space to an applicant in the wait pool.
- The Admissions Committee will review all applications in the wait pool. The best qualified candidate, based on the merit of the application and the composition of that grade, will be awarded a contract for enrollment.
- Contract must be returned by the date indicated to be guaranteed a space in that grade.
- The wait pool will be terminated at the end of the first trimester (late November).
- If the applicant wishes to be considered for early action for the next grade, the parents should notify the school in time to complete that process by the February 15 deadline. It will not be necessary to submit another application fee or application. The school will decide on a case-by-case basis how much of the remainder of the admissions process needs to be updated or repeated.
- If the application is not reactivated in the very next academic year, but the applicant wants to reapply in a subsequent year, the admissions process must be completed in its entirety, starting with a new application and application fee.

### **Fees**

- The application must be accompanied by a \$110 non-refundable application fee.
- The contract must be returned with a \$300 non-refundable (except in K. See above.) deposit which is applied to tuition.
- Tuition payments begin in July. See tuition information for payment options.
- You can cancel the contract in writing before July 1 and not be liable for additional tuition.

### **Financial Aid Application**

- Financial aid (FA) applications are available upon request after filing an admissions application.
- FA will not be considered before an application for admission is received.
- Applicants must be compliant with all FA deadlines and guidelines.
- If a decision has not been reached on FA before the student is accepted, the parent will be required to sign a Letter of Intent to Enroll plus submit the \$300 fee, instead of signing a contract, in order to guarantee a space. If an agreement cannot be reached on FA, the applicant parent will receive the full amount of the deposit back.

