

ADMISSION PROCESS CHECKLIST



Bob Jones Academy

We are delighted that you are considering applying to Bob Jones Academy. We look forward to working with you during the application process. If you have any questions, please contact us at 864-770-1395 or visit us online at www.bobjonesacademy.net. Once you decide to apply for admission, the process is as follows:

1. Application Materials

Submit the following items to the school office:

- Completed application, including
 - Family Information
 - Student Information for each child applying
 - Secondary Student Information for each student applying in grades 7–12
- State-issued certified birth certificate (will be photocopied at the school office)
- SC Certificate of Immunization
- Photocopy of custody decree (if applicable)
- K4 and K5 only: \$50 readiness testing fee (testing will be scheduled at a later date)
- International residence hall students (grades 9–12) only: \$125 reservation fee due with application

2. School Records

For prospective students for grades 1–12, request that your child’s previous school mail the following directly to Admission Coordinator, Bob Jones Academy, 1700 Wade Hampton Blvd., Greenville, SC 29614:

- Official transcript (For grades 2–9, the transcript should include at least the past two years; for grades 10–12, the transcript should include all high school work.)
- Nationally standardized achievement test scores (within the past two years)
- Discipline records
- Homeschooling families should submit a transcript and nationally standardized achievement test scores.

3. Family Interview

Once all items have been received, you will be contacted to arrange a family interview at a time convenient for you. At this interview, we will have the opportunity to get to know each other, so we can mutually determine whether our school will be a good fit for your family and student. For prospective students for K4 and K5, readiness testing will also be scheduled at your convenience.

4. Admission Committee

With these steps completed, the admission committee will determine whether or not we will accept the applicant or if additional information or testing is needed. The admission coordinator will let you know the committee’s decision.

5. Reservation Fee

When enrollment is offered, a \$125 nonrefundable fee will be due to secure your child’s reservation. This fee is applied to the first month’s tuition.

6. Recommendations

BJA requires a Church Leader and Teacher/General recommendation. Download these forms at www.bobjonesacademy.net on the “Admission” page.

- Church Leader Recommendation: Select a member of the pastoral staff from the church you attend.
- Teacher Recommendation: Contact your child’s teacher or a school administrator.
- General Recommendation: If you are homeschooling or your child is beginning school, have an adult who knows your child well, and is not related to him or her, complete this recommendation.