

# MILE HIGH ACADEMY



## APPLICATION CHECKLIST FOR 2018-2019

### IMPORTANT DATES

DECEMBER 15

Deadline for notifying the office of change in enrollment for 2018-2019 school year

JANUARY 5 OR 20

Registration Payments Due for 2018-2019 school year

JANUARY 31

Deadline to pay registration and retain priority seating for 2018-2019

JUNE 1

Deadline to receive 5% discount for full tuition payment

JULY 5 OR 20

1st tuition payment due for 2018-2019 school year

### VISIT MILE HIGH ACADEMY

Attend a Tuesday Tour or call the Admissions Department to schedule a tour and/or student shadow day.

### CONTACT US

Mile High Academy  
Admissions Office  
1733 Dad Clark Drive  
Highlands Ranch, CO 80126  
[admissions@milehighacademy.org](mailto:admissions@milehighacademy.org)

TURN OVER

## **Application Materials**

Go to [milehighacademy.org/admissions](http://milehighacademy.org/admissions) on or after October 15 and submit the online application. Forms needed are:

- o Birth Certificate
- o Pastor Recommendation
- o Teacher Recommendation (6-12)
- o Administrator (principal/counselor) Recommendation (6-12)
- o International (I-20) Students fill out the I-20 Information sheet
- o Any Standardized Testing within the last year
- o Unofficial transcripts and/or last report card from current/previous school

Application fees are: PS and K-100, 1st-12th-\$150

## **Financial Aid**

If needed, sign up for Financial Aid through FACTS. There is a \$30 fee paid directly to FACTS for the financial aid application.

## **Testing and Screening**

All students entering 1st grade or above, as well as part-time students planning to take math, must take an entrance exam. Testing may be waived if acceptable standardized test results from current or last school year are received.

## **Family Interview**

We will contact you to schedule a family interview with an administrator after we receive all application forms and grade placement testing has taken place.

## **Acceptance and Enrollment**

You will be contacted via email by the Admissions Department when you are accepted. You will be given instructions on how to set up a RenWeb ParentsWeb account and complete the enrollment packet online. We will arrange for you to meet with the Director of Finance to pay your registration fees and sign your tuition commitment agreement. Please submit the following forms as part of the enrollment process in addition to making a payment plan through FACTS (see below):

- o Immunizations
- o Medical Examination Form (PS and K students only)
- o Financial Contract
- o After School Care (if needed)
- o Suzuki Agreement (PS-5)
- o Pick Up Permissions (PS)

## **Set up your FACTS Account - Part of the Enrollment Process**

Create your FACTS account (if you haven't already done so with the financial aid application) and set up your payment plan as part of the online enrollment process. There is no fee to set up a FACTS account for tuition payments. There is a fee to submit a financial aid application if needed.

Questions? Contact the Admissions Office at 303-607-4914 or [admissions@horamilehighacademy.org](mailto:admissions@horamilehighacademy.org)