

McCurdy School Admissions Procedures

1. Contact Administration office for application (extension 214, 243, or 213) or download application at mccurdy.org website.
2. Application package includes application, brochure of student's perspective, McCurdy Mission Statement, schedule of fees, calendar, and application for financial assistance (if needed).
3. If you are requesting financial assistance, you may apply online to www.factstuitionaid.com (a \$20 fee is to be paid by credit card). You may also mail the application in along with a \$20.00 check or money order. The financial assistance committee will notify you as to the outcome of your application. Financial Assistance will be awarded as student work study or a scholarship. Limited academic scholarships for eligible students that have attended McCurdy for at least a year are available to students in grades 7th - 12th. Academic scholarships are awarded based on GPA, test scores, attendance, teacher references, leadership qualities and involvement in extracurricular activities.
4. Once application is completed, along with all necessary documents, it should be returned to the business office and a \$25.00 fee will be charged. The fee is non-refundable.
5. Administration staff will log receipt of the application and forward it and all documents to the respective office.
6. Respective office secretary will then set up an appointment for a student interview.
7. Interview will be conducted by the principal in mid and high school and by principal and teacher in the elementary school.

8. If the student is accepted, principal will sign the application and it will then be sent (with all documents) to the administration office where a contract will be prepared. Administration staff will make a copy of the application and send the original back to the respective office, along with all pertinent documents.
9. Along with the contract, parents will receive a free/reduced lunch application, emergency form, a list of immunization requirements, athletic director letter, a physical form, class fees/supplies list, and a FACTs form for bank draft. These forms need to be returned along with the contract.
10. The emergency form and the physical form will be sent to the respective office.
11. Parents will be notified as to charges for tuition and additional fees that will be assessed such as registration, technology, class fees, lunch, agenda, Standardized testing fees, and athletic fees. The parent volunteer program allows an adult member of the family to work 40 hours a year per family (10 hours minimum per nine weeks) in exchange for a credit of \$605.00 per child. If the family does not fulfill their commitment, this amount will be charged back.
12. Payment for tuition may be made in the following ways;
 - a. The total amount must be paid by July 5th.
 - b. The total amount must be paid in two installments: 1st by July 5th, 2nd by December 15th.
 - c. Bank draft managed by FACTS. Only tuition payments will be drafted on the 5th of each month beginning June 5th. Additional charges such as lunch, class fees, etc. will be billed and payable to McCurdy School.

For more information, please call the Business Office at ext. 214, 243, 213 or Elem/Mid School at ext. 226 or High School at ext. 241.