



## **Schaeffer Academy Application and Admission Timeline:**

**Anytime:** Parents can apply for enrollment by submitting an Application anytime up to two years in advance of the student's year.

### **November 15 – Apply By Date (Recommended)**

Parents of new applicants (including new siblings) who wish to apply for an upcoming school year during the Regular Admission Period (1<sup>st</sup> Round) should start their enrollment application process by submitting an [Online Application](#) **no later than November 15**

- A student who submits the Online Application after November 15 may not be able to complete the ENTIRE Application Process by January 15 which is necessary to be considered for acceptance during the Regular Admission Period.
- Students who complete the ENTIRE Application Process **after** January 15 may still be considered for acceptance during the Rolling Admission Period – *if there are any open spots remaining in their grade or for wait pool placement*. See more information regarding wait pool below.

To be considered for the Regular Admission Period, the **ENTIRE** "application and admissions process" must be completed by January 15 each year. This process includes:

- Online Student Enrollment Application
- K Early Childhood Development Screening Test Results, if applicable\*\*
- Academic Records (school and/or homeschool), two years plus year-to-date if mid-year
- Any IEP, accommodation plans or special evaluations
- Student Placement Test (grades 1-12)
- Headmaster interview with both parents and child

The **\*\*Early Childhood Development Screening** required for kindergarten is to be completed by the application deadline. Contact the Rochester district Student Services at 507-328-4200 to schedule the free screening and let us know the screening date.

The **Student Placement Test and Interview** will be conducted no more than a year before start date.

Parents are eligible to apply for **Tuition Assistance** through the **FACTS Grant and Aid Program** if a new student application for enrollment is submitted for processing **or** are reenrolling a current student during the reenrollment period. The ENTIRE Facts Grant and Aid application process must be completed by **January 15**. The Grant & Aid application link will be provided once an enrollment application has been submitted.

### **January 2 (or first school day in January) – Reenrollment Opens**

- Schaeffer Academy will announce tuition rates for the upcoming school year.
- Current students begin Reenrollment for the upcoming school year

### **January 15 – Online Application and Tuition Assistance Application Deadline**

- The Regular Admission Period ends, and Rolling Admission Period (available openings or wait pool) begins
- Deadline for New Students-including new siblings of current students to complete the Entire Application Process
- Deadline for Current Students to complete Reenrollment

- Deadline for parents of New and Returning Students to submit and complete the ENTIRE Tuition Assistance application through the FACTS Grant & Aid Program. After January 15, NEW parents who have applied for enrollment may still apply for tuition assistance **if** there are available funds.

### **February 28 (or last day in February) – Admission and Tuition Assistance Decisions Released**

- Schaeffer Academy emails Admission Decisions to parent of new student applicants for the upcoming school year.
- The FACTS Grant & Aid Program emails tuition Assistance award decisions to all tuition assistance applicants.
- No notifications for admission decisions or tuition assistance will be issued before this date regardless of their application date.

### **March 1 - Rolling Admission Period Begins**

Decisions about new applications in open grades will be made at the end of each month.

### **March 15 – Enrollment Deposit Deadline**

- Parents of new students confirm enrollment by completing the Online Enrollment Registration and pay the required 10% tuition deposit.
- Parents confirm acceptance of any FACTS Grant & Aid award by the March 15 deadline.

### **July 1 or September 1 – Monthly Tuition Payments Begin and Annual Payment**

- First payment date for the 12-month or 10-month plan respectively.
- After paying the Tuition Deposit, the balance of the **Annual Tuition Payment** is due in one payment on or before the first of September each year.

### **Part-Time Students (Grades 9-12)**

Part-time students (grades 9-12) are considered for enrollment once full-time student enrollment is finished and remaining class openings are known

### **Wait Pool Practices:**

Parents must complete Online Application and complete the **ENTIRE** application process in order to be placed in the waiting pool if a class is full.

- The application fee is non-refundable and non-transferable.
- Student applicants in the waiting pool will remain until placed and parents do not need to complete a new application each year (unless they have withdrawn from the class waiting pool)
- Schaeffer Academy will contact parents when the student can be placed.
- Placement can occur at any time and may be offered during the school year if an opening becomes available. The application information and required admission documentation will be updated as needed when placed.
- Parents should immediately notify the school in writing if they wish to withdraw their student's enrollment application from the waiting pool. This is a kind act of consideration, not only for the school, but also other families who are waiting to be placed.
- Parents have 24 hours to accept or reject a class placement offer. If parents do not accept placement when offered or withdraw a student from the waiting list, a new application and application fee is required to re-apply..