

* * WHAT YOU NEED TO COMPLETE AND SUBMIT * *

1. **The following items need to be completed and/or submitted to the school office for each student applying:**

- Application for Admission
- Family-School Covenant
- A recent photograph
- A copy of the Birth Certificate or Passport
- A copy of the Health Card
- Proof of Guardianship (*for International Students or where applicable*)
- The most recent Academic Records as well as previous two years;
 - o Students applying for Gr. 10-12 must submit a transcript, and;
 - o Grade 10 Literacy Test Results.
- (For Gr. 6 – 12 applicants only) 2 letters of recommendation regarding student character. It can be written by a coach, youth pastor, former teacher, extra-curricular activity instructor etc.
- A **non-refundable** Application fee of \$150.00 by cheque payable to '**PCA**'.

NOTE: Applications will not be processed until all information has been received.

- The School Confidential Report is to be completed by your current school and mailed directly back to PCA.

Tuition Fee discounts are available for full-time Christian workers, and local church pastors, subject to eligibility. Application must be made each year to receive these discounts. **Application for Tuition Discount** forms are available from the school office and need to be submitted at time of registration.

PCA APPLICATION PROCESS

1. Completed applications are received by the school office.
2.
 - a) If space is not currently available, applicants are placed on a waitlist;
 - b) If space is available, applicants are contacted to set up an interview.
3. A **NON-REFUNDABLE** application fee of \$150.00 per student is required with each application.
4. An interview for both student and parent(s) is scheduled with the Vice-Principal and/or the Principal. At these interviews, the **Application for Admission** form and academic records are reviewed, after which a decision is made regarding the admission of the student.
5. Upon acceptance, a \$400.00 tuition deposit per student is required to guarantee a place. This deposit will be applied to the final (June) tuition payment for the applicable school year. International students must make full tuition payment. Once the tuition deposit or international student full payment is received, parent(s) will receive New Student Registration information as confirmation of registration and international students will receive the Acceptance Letter for visa application as well.