



Admissions Procedures

Requirements/Procedures

1. The Academy has an open admissions policy and does not discriminate on the basis of national or ethnic origin, handicap, gender, race or color. Each child enrolled must be capable of functioning in a traditional classroom environment. Children may be enrolled in age appropriate classes based on their age on or before September 1st.
2. Parents are to submit a completed Admission Application with the registration fee to the Academy office.
3. Georgia State law requires that a child's immunizations be kept up to date while attending the Academy. A student could be suspended from the Academy for failing to update the immunization record according to state requirements.
4. The following items are required for a student's file in the Academy office before a child may attend classes: Completed Admission Application, Copy of Official Birth Certificate, Proof of Social Security Card, also Kindergarten thru High School Students: Certificate of Eye, Ear, and Dental Examinations (Form 3300), Certificate of Immunization (Form 3231).
5. Student records are considered confidential and will not be released without parental consent.
6. The Three-Year-Old Preschool program is open to children who are potty trained. (This includes no diapers or pull-ups. We understand that an occasional accident will happen and teachers will help in these situations.)
7. The administration will interview all students and their parents, transferring into 6th grade and beyond, before acceptance into the Academy.
8. New students will be admitted after informal screenings are completed. Students may be accepted, not accepted, or accepted on probation for the first grading period after which the administration and faculty will review the student's progress for (1) removal of probation, (2) extension of probation, or (3) dismissal/withdrawal.

Financial Policies

The Academy is a not for profit ministry operating on the principle of faith. Tuition is kept as low as possible to provide Christian education to families. However, our school receives no federal or state monies to assist the sustaining of our school, and OCA is still also a business. Therefore, handling finances as good stewards plays an important role for everyone involved. Below are some policies designed to help sustain our quality education.

1. Tuition may be paid to the Academy office, or on-line through RenWeb.
2. The Registration Fee secures each student a position in the Academy for the upcoming school year. This non-refundable fee is due when the Application for Enrollment form is submitted to the Academy.
3. **The commitment to pay tuition is a binding commitment for every enrolled student. Withdrawal from the Academy after the first day of school does not waive responsibility for the full year's tuition payment. Families, who register then withdrawal before the first day, are obligated to pay 50% of the full year's tuition. Payments will be processed by Direct Payment upon withdrawal.**