

## Applying for Admissions

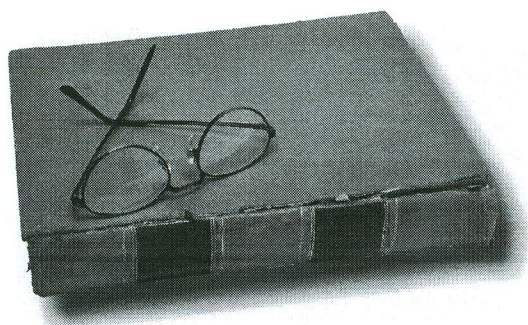
All application files that are completed during April will be evaluated at the same time. The Admission committee will make its decision by May and offers will be mailed at that time for the new school year. Application received after April will be considered on a space available basis.

**Checklist for completed application files:** Thank you for your interest in The Beverly Institute. Provided below is a checklist of the items needed for you son's or daughter's application to be considered for admission.

1. **Application** - with photograph attached.
2. **Copy of Birth Certificate** -
3. **Application Fee** - \$75 non-refundable (there is a \$5 processing fee for all credit card transactions)
4. **Admission New/Returning Students statement** - Read and Sign
5. **Essays** - Topics found on page four of application. Two essays required. Essay may be submitted under separate cover.
6. **Request for Records** - signed by parent and given to the appropriate official at student's current school. Grades and test scores are to be sent to The Beverly Institute
7. **English and Math Teacher Recommendation Form** - This form is to be filled out by the Teacher who is recorded on the child's current report card. This form is submitted by the parent to the child's school and returned directly to The Beverly Institute by facsimile. Teacher Recommendation Forms may not be hand carried by the parent/guardian to The Beverly Institute.
8. **Discipline Reference Form** - This form is to be filled out by the school dean or disciplinarian of child's school. This form is submitted by the parent to the child's school and returned directly to The Beverly Institute by facsimile. Discipline Reference Forms may not be hand carried by the parent/guardian to The Beverly Institute.
9. **Tuition Policy** - This form is to inform the parent/ guardian of TBI Tuition and Financial Policies. Sign and return with application.
10. **Disciplinary Policy** - This form is to inform the parent/ guardian of TBI disciplinary Policies and Demerit Systems. Sign and return with application.

**Campus Tour for Parents:** to schedule a tour of Middle School Campus with the director of lower school admission, please call the Admissions Office. (904) 394-0877

**Tour Schedule:**TBA



## **The Beverly Institute**

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