



<b>Required Documents</b> (Must be translated into English.)	<b>Preschool</b>	<b>Kindergarten</b>	<b>Grades 1-6</b>
Application Form* (fully completed)	■	■	■
Application Fee (non-refundable) (Check the Tuition and Fees page)	■	■	■
Most Recent Grades/School Records		■	■
Grades/School Records from grade level completed one year before		■	■
Grades/School Records from grade level completed two years before			■
Standardized test results			■
Passport-sized photo of student	■	■	■
Parent's business card	■	■	■

\*Documents marked with an asterisk are available on our website [www.ctlacademy.org](http://www.ctlacademy.org) by following the admission links.

Please submit application materials by e-mail ([admissions@ctlacademy.org](mailto:admissions@ctlacademy.org)) as JPEG or PDF attachments or courier to the address below.

**Please Note**

- The non-refundable application fee is valid only for the academic year for which the student has applied, regardless of whether we are able to offer placement.
- You are welcome to submit an application at any time during the year; we do not have an application deadline. The desired academic year must be specified at the time of application.
- Application dates - which are used to manage our waiting lists and fill spaces once an applicant has been accepted - are assigned upon receipt of both the completed application form and application fee.
- At waitlisted levels, the application date only becomes effective after applicants have been formally accepted.
- *The admissions review process to determine acceptance starts only upon receipt of all supporting materials.*
- We will provide an e-mail confirmation when we receive your initial application materials. If you submit application materials but do not receive an e-mail from our admissions staff confirming their receipt, please follow up to ensure we have received your materials.
- Please submit application materials by e-mail ([admissions@ctlacademy.org](mailto:admissions@ctlacademy.org)) as JPEG or PDF attachments or courier to the address below. Please do not send materials via regular post as it is often slow and unreliable.

**Grade Level Placement**

- CTL Academy's age cut-off date for enrollment is September 30. Students coming from August/September to June/July school years who are applying for Grade 1 to 12 and whose dates of birth fall after the cut-off date will not be required to repeat a grade level should they meet all requirements for admission and continuance into the next logical grade level.
- Students coming from school years that begin at any point other than August/September will be required to re-enroll in the same grade level in which they are currently studying or which they may have just completed.
- Once enrolled, promotion of a student to a higher grade level or subject, or retention in the same grade level, is based on the student's ability and achievement as determined by the student's teacher, counselor and principal rather than on parent request.

**Assessments**

- All Preschool applicants for whom we have seats reserved will be scheduled for a Preschool Readiness Interview. Full acceptance is issued only after successful completion of this interview.

- All students in grades 1-6 will be scheduled for placement tests and admissions interviews. . Assessments may consist of some or all of the following: oral reading fluency, comprehension, writing and mathematics. Full acceptance is issued only after successful completion of the placement test and the interview.

### **Special Needs Students**

Admission to CTL Academy is contingent upon a match between the student's needs and level of service available. Documentation that details schooling requirements and the reasons for these requirements must be included with the application. CTL Academy offers some services for students with special learning needs or specific learning difficulties but we may not be able to sufficiently meet the needs of students with significant limited intellectual ability, severe physical handicaps or pronounced social, emotional or behavioral difficulties. Determination of admission for special needs students will be made after a thorough evaluation by our admissions review team.

### **Evaluation and Acceptance**

After our admissions review team determines that an applicant will succeed at CTL Academy, we will send an official Letter of Acceptance by e-mail. You will have a specified timeframe within which to accept or decline the invitation. Some applicants may be accepted on a monitored or probationary basis and granted full admission upon successful completion of the conditions or provisions noted.