



# HAWAII BAPTIST ACADEMY

## APPLICATION INSTRUCTIONS for 2010-2011

### GRADES 7-12

Hawaii Baptist Academy welcomes you as a candidate for admission. Our Admissions Committee will give your application personal and individual attention.

Applications and supporting credentials for Fall 2010 may be forwarded to our office from September 1, 2009. The application file with supporting credentials and test results should be completed on or before February 10, 2010 for first round considerations. Late applicants will be considered as long as vacancies exist.

#### 1. **Application for Admission**

Fill out the application form and return it to the Admissions Office with a non-refundable application fee of \$60 for grades 7-12 in the enclosed return envelope (include Form 4, Placement Test registration).

Application forms may be downloaded from HBA's website: [www.hba.net](http://www.hba.net).

#### 2. **Records**

a. Students applying from **private** schools to grades 7-12 should submit the following forms to the present school office after December 1, 2009:

- 1) Consent for Release of Information (Form 1).
- 2) Confidential Administrator Report (Form 2).
- 3) Teacher Reference Reports (Form 3A and Form 3B). (See Teachers' Reference below.)

b. Students applying from **public** schools to:

##### Grade 7

- 1) Submit copies of your child's 5<sup>th</sup> and 2<sup>nd</sup> quarter 6<sup>th</sup> grade report cards.
- 2) Provide copies of report cards as you receive them for the remaining quarters of the current year.
- 3) Submit the Teacher Reference Reports (Form 3A and Form 3B) to your child's present English and Math teachers after December 1, 2009. (See Teachers' Reference below.)
- 4) Applicants for grade 7 must also submit results of the most recent Stanford Achievement Test (SAT) or other standardized test score (Hawaii State Assessment, CTP, etc.).
- 5) Forms #1 and #2 are omitted. However, if you do not have the above records and must request them from the school, please call our office for the #1 Consent for Release of Information Form.

##### Grades 8-10

- 1) Submit the Consent for Release of Information (Form 1) and the Confidential Administrator Report (Form 2) to your child's principal after December 1, 2009.
- 2) Submit the Teacher Reference Reports (Form 3A and Form 3B) to your child's present English and Math teachers after December 1, 2009. (See Teachers' Reference below.)
- 3) Submit a copy of your child's previous and 1<sup>st</sup> semester current year report cards.
- 4) Provide copies of report cards as you receive them for the remaining quarters of the current year.
- 5) Submit results of the most recent Stanford Achievement Test (SAT) or other standardized test score.
- 6) Applying to grade 10: Submit transcripts and course descriptions (school catalog or registration guide).

Grades 11-12: A review of transcripts and current report card is required before an application is submitted. Please contact the Admissions Office for information.

#### 3. **Teachers' Reference** (Form 3A and Form 3B)

Submit these forms to your child's teachers after December 1, 2009. Two (2) Teacher Reference Reports are required for grades 7-12. The **present English Teacher** should complete Form 3A and **present Math Teacher** should complete Form 3B. Additional teacher references (Form 3) are optional. Please call the Admissions Office for these forms. It is suggested that you provide a stamped envelope addressed to Hawaii Baptist Academy with the form. The teachers base their report on knowledge of your child as a student as well as on official school records.

4. **Secondary School Admission Test** (Applicants grades 7-11)  
Hawaii Baptist Academy requires an **official score report** for the Secondary School Admission Test from the Secondary School Admission Test Board. Applicants should take the SSAT by January in order for scores to be received by the deadline. When completing the test registration, request that the test scores be sent directly to HBA, using our code number (3760). A brochure is included in this packet or you can visit the website at [www.ssat.org](http://www.ssat.org) for test dates, deadlines, and online registration. Contact the Admissions Office to request a Student Registration Guide if registering by mail.
5. **Placement Tests** (Applicants grades 7-12)  
In addition to the Secondary School Admission Test, each applicant is required to take placement tests in Math, Reading, and Academic Ability (see Form 4). These are administered by HBA. Please complete Form 4 and indicate which day you would like to take the tests. Return this form to the Admissions Office along with your completed application form. Neighbor Island, mainland, and international applicants should complete Form 4A.  
**Applicants to Grade 9:** It is required that 9<sup>th</sup> grade candidates be currently enrolled in Algebra 1 or plan to complete an Algebra 1 course prior to the start of the school year. Placement tests will be administered according to the student's current math class.
6. **Interview**  
We request an interview with the student and the parents. Interviews will be scheduled after receiving your application for admission. On this day, a general orientation and tour of the campus will also be conducted to familiarize you with HBA. Interviews are not required for neighbor island, mainland, and international applicants.
7. **Extracurricular Reference Report** (Applicants grades 7-12)  
This is to be completed by a teacher, coach, advisor, minister or adult who has worked with your child in activities outside of the classroom. May we suggest that you provide a stamped, addressed envelope with Form 5. At least one reference report should be submitted, but no more than three Extracurricular Reference Reports will be accepted.

## NOTIFICATION

After test results, recommendation forms, interview, transcripts and school grades, and all other pertinent data are evaluated, notification of the admission decision will be made. Grade 7 applicants will be notified of decisions by mail on March 19, 2010. Grades 8-12 applicants will be notified of decisions by mail on March 25, 2010. All applicants for grades 7 through 12 who have been offered admission must reply no later than April 15, 2010. Upon acceptance, a \$300 non-refundable deposit is required. Admission notification continues as long as there are vacancies. Students on the Wait List will be notified when an opening occurs.

## FINANCES

Tuition for the 2009-2010 school year is \$11,375 for grades 7-12. In addition, students purchase or rent their books and pay a non-refundable comprehensive fee. New financial information will be available in January 2010. A limited amount of financial aid covering part of the tuition is available. Financial aid applications may be submitted on-line at the Tuition Aid/Data Services (TADS) website beginning January 2010 ([www.tuitionaid.com](http://www.tuitionaid.com)) and should be completed by April 15, 2010 for first round consideration. The financial aid committee will review a new student's application for qualification of financial assistance only after a student has been accepted for admission and the HBA Enrollment Contract and tuition deposit have been received. All information provided is strictly confidential.

## ACCEPTANCE INFORMATION

The Admissions Office will try to keep you informed of the status of your application. Your questions or special concerns receive individual attention from the admissions staff. Please write or call:

Director of Admissions  
Hawaii Baptist Academy  
2429 Pali Highway  
Honolulu, Hawaii 96817  
Ph: (808) 595-7585 or (808) 595-6301 / Fax: (808) 564-0332  
E-Mail: [7-12\\_Admissions@hba.net](mailto:7-12_Admissions@hba.net)