

APPLICATION PROCEDURES AND CHECK LIST

- 1. Complete the Application for Admission and return it with the \$60 non-refundable application fee to the St. Cecilia Academy Office of Admissions.
- 2. At your current school, request that your school records be faxed or mailed to St. Cecilia Academy's Director of Admissions. Use the Transcript Request Form provided in this packet.
- 3. Distribute the confidential teacher evaluations: one to the applicant's current english teacher and one to the applicant's current math teacher. Ask the teachers to return the evaluations.
- 4. Distribute the confidential personal recommendation. Select someone who knows you well and with whom you are not related.
- 5. Register at least three weeks in advance of the test date for the Independent School Entrance Examination (ISEE) and have your scores sent to St. Cecilia Academy (school code 431740). Registration forms are available at St. Cecilia Academy or you can register for the test online at www.erbtest.org/parents/admissions/ISEE or by mailing the form directly to the testing service.
- 6. Once you return your application, The Director of Admissions will contact you to schedule your interview time.
- 7. If you are applying for need-based tuition assistance, request a financial aid packet from the Director of Admissions at (615) 298-4525 or go to www.nais.org/financialaid/sssvto and apply online. St. Cecilia's code is 2881.