



January 2010

Dear Prospective Students and Parents:

Thank you for your inquiry regarding the educational program offered at Charleston Catholic High School. We look forward to working with you and your child as you go through the application process.

Each year, the number of applicants exceeds the number of spaces available. The admissions committee performs an important task as it determines the status of each applicant. The committee tries to admit those students who will take advantage of the opportunities available at CCHS and will prosper during their seven years in the school's college preparatory program, and whose families are committed to the Catholic school philosophy espoused at CCHS. The committee also looks for students who, with their vitality and character, will contribute in a positive way to the life of the school.

Materials about the school and an application packet are included below. There are a few pieces of information that we want you to know concerning the application, selection and admissions process.

1. Applications are being accepted with the following deadlines:

**Students currently enrolled in Catholic schools:** completed application packets will be accepted now through Monday, February 1 (to be given first consideration; applications received after that date will go into the general pool).

**Students currently enrolled in public schools:** completed application packets will be accepted beginning Monday, February 8.

2. Please submit the following items to the admissions office: completed application, \$40.00 application fee, accurate health and immunization records which have been updated within the last 6 months, copies of the first semester 2009-2010 report card, 2007-2008 and 2008-2009 report cards, and Stanford or other standardized test results, supplemental information as requested, and the handwritten essay. The completed teacher recommendation form(s) should be mailed directly to CCHS by the student's current teacher(s). Parents should provide a stamped, addressed envelope for each teacher's convenience.

**Please note that Sacred Heart, St. Agnes, and St. Francis Grade School students should send only the completed application, the \$40.00 application fee and the handwritten essay. Academic records, test scores and recommendations will be sent directly from these Catholic schools to Charleston Catholic High School. Submission of health and immunization records are the responsibility of each family.**

3. The admissions test is Saturday, February 6, 2010. It will begin at 10:00 a.m., so students should arrive between 9:30 and 9:45 a.m. The test will be over at 12:00 p.m. Students should arrange to meet their rides at that time at the Virginia Street entrance.

4. There is a \$10.00 testing fee which will be collected at the admissions test. Checks should be made payable to CCHS. Please complete the admissions test registration form and bring it, along with the testing fee, to the test. Preregistration is not necessary.

5. All prospective students must visit CCHS during the application period. All applicants for the **sixth grade** are invited to attend on Thursday, February 4, the only day set aside for current fifth graders. For students seeking admission to other grades, a parent should contact Mrs. Thomas at CCHS to arrange for the visit once a student's completed application packet has been submitted to the admissions office. **Information about this visit is included below.**

6. Once the student has taken the admissions test, has visited the school, and the application packet is complete (see item #2 plus teacher recommendations) and on file at CCHS, the student's packet will be presented to the admissions committee. **No applications will be submitted to the admissions committee for consideration until the application packet is complete, including the results of the admissions test and teacher recommendations.**

7. Letters concerning admission status will be mailed by Friday, March 26, if the application packet is completed by Friday, February 19.

8. Completed application packets received after February 19 will be reviewed by the admissions committee on a regular basis.

9. Students offered admission to CCHS must notify the school within a specified period of time (indicated in the acceptance letter) regarding their plans for the 2010-2011 school year. **A \$200.00 nonrefundable deposit will be required for students planning to attend.** This fee will be counted as partial payment of 2010-2011 school fees which are to be paid in full during registration in mid-August.

10. **The Diocese of Wheeling-Charleston assists needy Catholic students wishing to attend Catholic schools.** Applications from the Diocese should be available in the CCHS office by the beginning of March and will need to be completed and returned to the diocesan processor by the date indicated on the application.

Thank you for your interest in Charleston Catholic High School. If you have any questions, please call the school at 304-324-8415.

Sincerely,

Debra K. Sullivan  
Principal

Simone W. Thomas  
Admissions Director, Academic Advisor

## ADMISSIONS CALENDAR FOR 2010-2011 SCHOOL YEAR

Monday, January 11	applications available on the CCHS website for immediate submission for students currently enrolled in Catholic school
Wednesday, January 27	information meeting for parents of prospective students in grades 6 -10; at 6:00 p.m., in the CCHS library (2 <sup>nd</sup> floor)
Monday, February 1	application deadline for students currently enrolled in Catholic school for first consideration
Thursday, February 4	5 <sup>th</sup> graders visit 9:30 - 11:15 a.m.--- all students with the exception of Sacred Heart, St. Agnes, and St. Francis must call to register
Saturday, February 6	admissions test in CCHS Commons at 10:00 a.m.---arrive between 9:30 – 9:45 a.m.; pick up students at 12:00 p.m. (Please note: There is no waiting area in the building for parents during the testing period. Please drop off and pick up your children on Virginia Street.)
Monday, February 8	applications accepted from the general public
Friday, February 19	application deadline for the general public for first consideration
Friday, March 26	first letters mailed regarding admission status
TBA by Diocese	tuition assistance forms for needy Catholic students due to processor

## CHARLESTON CATHOLIC HIGH SCHOOL GENERAL TUITION INFORMATION – 2009-10 SCHOOL YEAR

**NOTE: This information is for the 2009-10 school year only. Tuition rates, interest rates, and dates will be adjusted by April 30 for the 2010-11 school year.**

### **Pre-Paid Tuition Policy**

Charleston Catholic High School requires that total tuition charges for the school year must be paid on or before June 15. Late charges of \$1.00 per day after June 15 will be added to the total tuition bill or subtracted from any credit on record in the school for the upcoming school year. For new students registering between June 15 and August 15, the total tuition is due within two weeks of acceptance into the school.

### **Education Loan Program**

For our families' convenience, CCHS offers the "Education Loan Program" through First Bank of Charleston. These loans, while arranged through the school, are direct loans made by the bank to school families. The interest rate is 5% (or 4.75% if a First Bank customer) and the bank will grant loans for all or part of the tuition. The loan is repaid directly to First Bank of Charleston in ten monthly installments, June 15<sup>th</sup> through March 15<sup>th</sup>.

Parents wishing to arrange loans must complete the white Tuition Invoice and First Bank of Charleston Retail Loan Application and return them to the CCHS office by April 24 or, for students admitted after that date, within two weeks of acceptance.

### **Tuition Assistance**

The Bishop of the Diocese of Wheeling-Charleston offers tuition assistance to needy Catholic families having children enrolled in Catholic schools. Applications for this aid, mentioned in previously sent school newsletters, are available in the school office and were due to the diocesan processing agent by April 17 for priority consideration.

Catholic families needing financial aid are encouraged to meet with their pastors to request tuition assistance from their parishes.

### **Tuition Refund Policy**

Tuition is charged until the day a signed withdrawal form is completed by the parents and submitted to the school office.

For purposes of refunding tuition, the following schedule applies for students withdrawing during the first semester:

1) Students withdrawing from the school prior to the first day of school will be charged a \$200.00 administrative fee **per child**, unless the family is leaving the

Charleston area, in which case an administrative fee of \$200.00 **per family** will be charged.

2) Students withdrawing from the school on or before September 25 will be charged a daily rate (annual tuition divided by 180 days) plus a \$200.00 administrative fee.

3) Students withdrawing after September 25 but before October 16 will be refunded 25% of the tuition paid for the first semester, 100% of the tuition paid for the second semester, less a \$200.00 administrative fee.

4) Students withdrawing from the school after October 16 will not receive a tuition refund for the first semester, but will receive a full refund for tuition paid toward the second semester, less a \$200.00 administrative fee.

The second semester tuition refund policy is as follows:

1) Students withdrawing from the school on or before February 12 will be charged a daily rate for the second semester plus a \$200.00 administrative fee.

2) Students withdrawing after February 12 but before March 12 will be refunded 25% of the tuition paid for the second semester less a \$200.00 administrative fee. No tuition refunds will be granted after March 12.

Students who are asked to withdraw from the school will be refunded 100% of the balance of their tuition from the date of withdrawal, calculated on a daily rate (annual tuition divided by 180 days), less a \$200.00 administrative fee.

### **Tuition Rates for the 2009-2010 School Year**

#### **Category I**

1 child in grades 6-8	\$ 5,301
2 children in grades 6-8	\$ 8,441

#### **Category II**

1 child in grades 9-12	\$ 6,243
2 children in grades 9-12	\$ 9,892
2 children, one in middle school and one in high school	\$ 9,892

#### **Category III**

3 children any level	\$ 12,260
4 children any level	\$ 14,497

Tuition charges do not include various school fees which are paid during registration days in August. These fees are paid directly to the school at that time

**CHARLESTON CATHOLIC HIGH SCHOOL  
APPLICATION FOR ADMISSION  
2010-2011**

Send completed application with the following items to:  
Admissions Office, Charleston Catholic High School  
1033 Virginia Street East, Charleston, WV 25301  
\_\_\_ \$40.00 non-refundable application fee  
\_\_\_ copies of 07-08, 08-09, and 09-10 report cards  
\_\_\_ copies of 07-08, 08-09 standardized test scores  
\_\_\_ copy of **updated** health/immunization records

**Applicant**

Grade Entering \_\_\_\_\_ School Currently Attending \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Sex: M \_\_\_ F \_\_\_

Preferred First Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Home Address \_\_\_\_\_ Birthplace \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

Social Security Number \_\_\_\_\_

Religion \_\_\_\_\_

Applicant Resides with: Both Parents \_\_\_ Mother \_\_\_ Father \_\_\_ Stepmother \_\_\_ Stepfather \_\_\_ Other \_\_\_

In case of a divorce or separation, please indicate the name of the court-appointed custodial parent

\_\_\_\_\_

**Family**

Mother

Father

Name \_\_\_\_\_

Address \_\_\_\_\_  
(If different from the applicant)

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

Religion \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
(If different from the applicant)

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

Religion \_\_\_\_\_

Tuition will be paid by \_\_\_\_\_

(Name, Address/Phone Number, if different from the applicant)

Please list other children in your family:

Name	Age	School	If high school graduate, which high school?
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In which parish/church/other is your family registered and contributing? \_\_\_\_\_

How often do you attend religious services? regularly \_\_\_ occasionally \_\_\_ rarely \_\_\_

Describe your family’s involvement in your local parish/church/synagogue/other.

Why do you want your child to attend CCHS?

Do you expect that your child will graduate from CCHS? yes \_\_\_ no (explain) \_\_\_ uncertain (explain) \_\_\_

List the name/dosage of ALL prescribed medication and medications and the reason(s) taken.

Are there any unusual aspects of your child’s family life, physical or emotional history which may have affected his/her academic or personal progress? If so, please explain.

Does your child have any special learning difficulties? yes \_\_\_ no \_\_\_

If yes, explain and submit a copy of all test results, recommendations, etc.

**Please keep in mind that CCHS is a demanding college preparatory school and that all students are held to the same high academic, personal, and behavioral standards.**

Has your child ever been suspended from school or appeared in Juvenile Court? yes (explain) \_\_\_ no \_\_\_

Has your child ever participated in drug/alcohol counseling and/or treatment? yes (explain) \_\_\_ no \_\_\_

List the names, relationships, and years of graduation of relatives who have attended CCHS or who are attending now:

List name(s) of student's close friend(s), if any, currently enrolled at CCHS.

Personal reference, other than teachers or relatives, who may be contacted about the student:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Relationship to the student \_\_\_\_\_

I, \_\_\_\_\_ authorize \_\_\_\_\_  
parent/guardian name of current school

to release all educational and health records of \_\_\_\_\_

to Charleston Catholic High School, 1033 Virginia Street East, Charleston, West Virginia 25301.

**To be completed by the applicant**

1. In your own handwriting, on the back of this application, write a brief essay telling us why you would like to attend Charleston Catholic High School. The admissions committee uses the essay as an important part of the application process. Please take the time to organize and develop your thoughts on this topic.

2. Please answer the following questions:

- a. Do you use illegal drugs?                      yes \_\_\_ no \_\_\_
- b. Do you drink alcohol?                            yes \_\_\_ no \_\_\_
- c. Do you use tobacco products?                yes \_\_\_ no \_\_\_

**Student's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**For office use only – Do not write in this space.**

\$40.00 application fee \_\_\_\_\_ Received \_\_\_\_\_ Check number \_\_\_\_\_

Action taken \_\_\_\_\_ Date \_\_\_\_\_

Deposit received \_\_\_\_\_ Amount \_\_\_\_\_ Check number \_\_\_\_\_



# Charleston Catholic High School

## Admissions Test Registration Form

Please complete this registration form and submit it, along with the **\$10.00 testing fee**, on the day of the admissions test. Checks should be made payable to Charleston Catholic High School.

Full Name \_\_\_\_\_ Current Grade \_\_\_\_\_

School Currently Attending \_\_\_\_\_

### Schools Previously Attended:

Kindergarten \_\_\_\_\_

First Grade \_\_\_\_\_

Second Grade \_\_\_\_\_

Third Grade \_\_\_\_\_

Fourth Grade \_\_\_\_\_

Fifth Grade \_\_\_\_\_

Sixth Grade \_\_\_\_\_

Seventh Grade \_\_\_\_\_

Eight Grade \_\_\_\_\_

Ninth Grade \_\_\_\_\_

**You are invited to...**

## **A DAY AT CHARLESTON CATHOLIC HIGH SCHOOL**

**WHEN?** Call the CCHS office (304-342-8415) to schedule a day-long visit **after you have submitted your application packet**, including application fee, essay, report cards, and updated health/immunization records and standardized test scores.

**WHERE?** Charleston Catholic High School---enter through the Virginia Street main door and proceed to the school office on the first floor

**WHO?** All prospective students applying for grades 7-10

**WHY?** To acquaint students with Charleston Catholic High School and with a "day's experience"

**WHAT WILL HAPPEN?** Students will be introduced to a host/hostess and will follow a regular schedule of classes, including a lunch period. At the end of the day, the student will meet briefly with Mrs. Thomas, Director of Admissions/ Academic Advisor, to discuss any questions the student might have.

**WHAT DO I WEAR?** Visitors from Catholic schools should wear their school uniforms. Other visitors should dress appropriately and modestly (no jeans or t-shirts, please).

**WHAT DO I BRING?** Paper, pencil, pen and lunch money (approximately \$4.00) will be needed. Also, bring your enthusiasm!

**WHERE DO I GO IN THE MORNING?** To the office on the first floor, arriving at 7:45 a.m. (Virginia Street entrance)

**WHEN AND WHERE SHOULD I BE PICKED UP?** At 2:45 p.m. at the Virginia Street entrance

**QUESTIONS?** Please feel free to call Mrs. Simone Thomas, Director of Admissions/ Academic Advisor, at 304-324-8415.

# CHARLESTON CATHOLIC HIGH SCHOOL

## ENGLISH TEACHER RECOMMENDATION

1033 Virginia Street East  
Charleston, WV 25301  
www.charlestoncatholic-crw.org  
304-342-8415 fax 304-342-1259

Applicant's Name \_\_\_\_\_ Grade Entering \_\_\_\_\_

The above named student is applying for admission to Charleston Catholic High School. Your candid estimate of his or her academic performance and qualities will help the Admission Committee make its final decision. As you reflect on this student's qualifications please remember that Charleston Catholic High School is a college preparatory school. **Your comments are strictly confidential and this form will be destroyed once the admission decision has been made.**

We value your comments highly and hope that you will complete this form in a way that will help us learn more about the applicant. Please know that your input is only one of many pieces of information used to provide background about applicants to CCHS.

The completed form should be returned directly to Mrs. Simone Thomas, Admissions Director, Charleston Catholic High School, 1033 Virginia Street East, Charleston, WV 25301, within one week of the date it was given to you. In our letter to the applicants' parents, we suggested that they provide you with an addressed, stamped envelope for this purpose.

How long have you known this applicant? \_\_\_\_\_

What are the adjectives that first come to mind when you think of this candidate?

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Describe, as you have observed, the candidate's strengths and weaknesses, and how he/she functions in your classroom.

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If the student handed in an assignment late, it would probably be because the student:

\_\_\_\_\_ procrastinated      \_\_\_\_\_ has many other activities      \_\_\_\_\_ student's work is never late  
\_\_\_\_\_ strives for perfection      \_\_\_\_\_ lost the assignment      \_\_\_\_\_ other, please explain

Please check the appropriate ratings and complete the comment sections:

	Superior (Top 5%)	Excellent	Good	Below Average
Academic potential				
Academic achievement				
Ability to express ideas in writing				
Ability to express ideas verbally				
Reading comprehension				
Study habits/organization				
Attention span				
Homework completion				
Care in following directions				
Character				
Leadership				
Creativity				
Self confidence				
Thoughtfulness towards others				
Classroom and school conduct				
Work ethic				

Is the parents' perception of the child consistent with your assessment of the child?

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Are the parents cooperative and supportive of the school?

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My professional recommendation for this candidate for admission to Charleston Catholic High School:

	Enthusiastically	Strongly	With some reservation
As a student	( )	( )	( )
As a person:	( )	( )	( )

Teacher's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Signature \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_

# CHARLESTON CATHOLIC HIGH SCHOOL

## MATH TEACHER RECOMMENDATION

1033 Virginia Street East  
Charleston, WV 25301  
[www.charlestoncatholic-crw.org](http://www.charlestoncatholic-crw.org)  
304-342-8415 fax 304-342-1259

Applicant's Name \_\_\_\_\_ Grade Entering \_\_\_\_\_

The above named student is applying for admission to Charleston Catholic High School. Your candid estimate of his or her academic performance and qualities will help the Admission Committee make its final decision. As you reflect on this student's qualifications please remember that Charleston Catholic High School is a college preparatory school. **Your comments are strictly confidential and this form will be destroyed once the admission decision has been made.**

We value your comments highly and hope that you will complete this form in a way that will help us learn more about the applicant. Please know that your input is only one of many pieces of information used to provide background about applicants to CCHS.

The completed form should be returned directly to Mrs. Simone Thomas, Admissions Director, Charleston Catholic High School, 1033 Virginia Street East, Charleston, WV 25301, within one week of the date it was given to you. In our letter to the applicants' parents, we suggested that they provide you with an addressed, stamped envelope for this purpose.

How long have you known this applicant? \_\_\_\_\_

What are the adjectives that first come to mind when you think of this candidate?

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Describe, as you have observed, the candidate's strengths and weaknesses, and how he/she functions in your classroom.

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If the student handed in an assignment late, it would probably be because the student:

\_\_\_\_\_ procrastinated      \_\_\_\_\_ has many other activities      \_\_\_\_\_ student's work is never late  
\_\_\_\_\_ strives for perfection      \_\_\_\_\_ lost the assignment      \_\_\_\_\_ other, please explain

Please check the appropriate ratings and complete the comment sections:

	Superior (Top 5%)	Excellent	Good	Below Average
Academic potential				
Academic achievement				
Math skills				
Problem-solving skills				
Ability to express ideas verbally				
Study habits/organization				
Attention span				
Homework completion				
Care in following directions				
Character				
Leadership				
Creativity				
Self confidence				
Thoughtfulness towards others				
Classroom and school conduct				
Work ethic				

Is the parents' perception of the child consistent with your assessment of the child?

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Are the parents cooperative and supportive of the school?

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My professional recommendation for this candidate for admission to Charleston Catholic High School:

	Enthusiastically	Strongly	With some reservation
As a student	( )	( )	( )
As a person:	( )	( )	( )

Teacher's Name \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Signature \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_