



## Guide Through Admissions

1. Create an account by visiting [www.morganacademy.com](http://www.morganacademy.com) and choosing **Admissions** then **Apply**. The Student Enrollment Application fee is \$150.00. This can be paid online or you can come by the school office to pay in person. At this point in the process, the Student Enrollment Application fee is the only item we will collect before the approval of admission by the Board of Directors. If you are already a member of the Foundation, you will skip the step of requesting membership. You can make up an email address to plug into the fields or type in your email address if it requires you to have one in the spaces to progress.
2. Call the school office at (334) 875-4464 to schedule testing for grades Kindergarten through 12<sup>th</sup>.
3. Once your foundation recommendation letters are received, all documents are uploaded, and testing is completed, then your application will be sent to the next board meeting for approval. The Board of Directors meets once a month so depending on the time of your application being completed there may be a few weeks of waiting.
4. Once your application is approved by the Board you will receive an email notification. This email will have a link to set up your **Family Portal** through **FACTS** to begin the enrollment and Registration process. The Registration fee of \$195.00 per student can be paid online or in the office. All other items due will need to be paid in the school office.
5. The items that need to be paid upon approval are as follows:

\$500.00	Foundation Membership (1 payment of \$500.00 or 10 payments of \$50.00)
\$100.00	Curriculum & Supply Fee (Pre-K3, Pre-K4, and Kindergarten grades only)
\$50.00	Curriculum (Grades 1-12)
\$45.00	iPad Insurance (Grades 5-12)

Tuition begins June 1<sup>st</sup> for Kindergarten through 12<sup>th</sup> grades

Tuition begins August 1<sup>st</sup> Pre-K3 and Pre-K4

Curriculum and iPad Insurance fees can be combined on one check but all other checks need to be separately written. All other items such as Sports Player fees or Building and Grounds fees will be billed to you at the appropriate time of the year for payment.

One of the greatest causes of delay in approval is waiting for the recommendation letters to be completed. We cannot move forward until all three recommendation letters are remitted and testing has been completed. Another thing that can delay your approval is choosing people to write your recommendation letters who are former members of the Foundation. Make sure that you choose people who currently have children enrolled at Morgan to write your recommendation letters. If you do not know anyone with children currently attending Morgan, please let the office know and we will advise you of the best way to proceed.