

# AMERICAN HERITAGE ACADEMY—The Upper School (9-12) Application Process

**2009-2010 Tuition: \$13,481** (Discounts are available. Information is available from the Business Office)

Tuition does not include lunch, a curriculum fee, uniforms, Parents Club fee, Tuition Refund program, extended care, or extra-curriculum activities/events.

## Filing the Upper School Application

Send the application, the \$75 application fee, and the \$250 refundable tuition deposit directly to:

Admissions Office  
AMERICAN HERITAGE ACADEMY  
2126 Sixes Road  
Canton, GA 30114

## Applicants to 9th—12th Grade

1. Prior to admissions testing, complete and submit your child's application and fees.
2. Send your child's current school the teacher recommendation form. Your child's mathematics and English teachers must complete the recommendation form and additional copies of the form may be completed by other teachers. This form should be given directly to the student's teachers, and the teachers must send the forms directly to AMERICAN HERITAGE ACADEMY. Recommendation forms delivered by parents will not be accepted as part of the application.
3. Sign the Authorization to Release Educational Records form and send a copy to your child's current school. School transcripts, report cards, and academic portfolio information must be sent directly from the school and must be received for review by the AMERICAN HERITAGE ACADEMY Admissions Committee prior to admission.
4. Call the AMERICAN HERITAGE receptionist to reserve an Admissions Testing appointment.
5. Attend a Curriculum Orientation/Open House session prior to enrollment. This will help ensure a good match between the school and family.
6. Submit a Current and valid Georgia Department of Human Resources, Certificate of Immunization (Form 3231) and Eye, Ear, and Dental Examination Certificate (Georgia Form 3300) before admissions. The most current forms should be submitted with the application package. Copies of birth certificates are also required and should be submitted with the application.
7. Completion of the Application Process is the responsibility of the parent(s) from start to end. Parents should make all appointments, ensure that information is submitted in a timely manner, and make certain that all supporting documents are submitted for inclusion in the applicant's file.
8. Applications for siblings seeking admission to AMERICAN HERITAGE ACADEMY must be returned in the same package and mailed/delivered at the same time.
9. Admission decisions are determined by the Admissions Committee's evaluation. The Committee's decisions are final.
10. Notifications by the Admissions Committee will be mailed. In order to assure that a place is reserved for 2009-2010, parents or guardians will have **fourteen (14) days** from the notification date to complete the enrollment process. Parents or guardians will contact the Business Office to arrange an appointment to complete the Enrollment and Financial Agreement. If the enrollment process is not completed within the fourteen-day period, the \$250 tuition deposit will be deemed non-refundable.
11. The tuition deposit is returned if the child is not accepted for enrollment by AHA or if the parent rejects the acceptance and notifies the school in writing within the fourteen-day period following notification of acceptance.
11. Parents may also notify the school in writing within the fourteen-day period following notification of acceptance that they would like the tuition deposit to be held for future year enrollment. Tuition deposits that are held for more than one year beyond the enrollment year indicated on the initial application will be deemed non-refundable.

## AMERICAN HERITAGE ACADEMY—Important Dates

### Tours

School Tours are available daily. Please call Dr. Parviz Nikkhoo at 770-926-7779 (ext. 102) to schedule a school tour.

### Curriculum Orientation/Open Houses

Sunday, December 7th—2:00 p.m.  
Monday, January 5th—10:00 a.m.  
Saturday, January 31st—10:00 a.m.  
Saturday, March 7th—10:00 a.m.  
Saturday, April 18th—10:00 a.m.  
Saturday, July 18th—10:00 p.m.

### Admissions Testing/Observations

(Please call the receptionist to reserve a place for admissions testing/observations)

Monday, January 5th—9:00 a.m.  
Saturday, January 31st—9:00 a.m.  
Saturday, March 7th—9:00 a.m.  
Saturday, April 18th—9:00 a.m.  
Wednesday, May 27th—9:00 a.m. (Testing Only)  
Saturday, July 18th, - 9:00 a.m.

### Deadlines

AMERICAN HERITAGE ACADEMY accepts new qualified students on a first-come, first-served basis. Thus, it is important to participate in the Admissions Testing/Observation sessions as soon as possible on a schedule.

Out of town families should contact the admissions office to schedule a time convenient with your travel plans.