



# Presbyterian Pan American School

P.O. Box 1578 Kingsville, Texas 78363 (361) 592-4307 Fax (361) 592-6126 [www.ppas.org](http://www.ppas.org)

## APPLICATION INSTRUCTION SHEET

**Please follow the instructions listed below in completing each form:**

**ADMISSION APPLICATION FORM:** This application should be completed by the applicant and parents, and mailed to the Admissions Office.

**REFERENCE FORMS:** Two references must be filled out and sent directly to the Admissions Office by the persons mentioned below from the school presently being attended:

First Reference form: Math or English Teacher

Second Reference form: Principal or Counselor

**REGISTRATION FEE:** There is a \$75.00 non-refundable application fee to be sent together with the Admission Application form.

**TRANSCRIPT:** Official school transcripts are required, documenting the three previous years completed. Please emphasize to the principal or the proper school officer that the transcripts must include the current courses and latest grades, plus grades from the three previous years, along with all standardized aptitude and/or achievement test scores.

**HEALTH RECORD:** The medical history form (pages 1, 2 & 3) should be filled out by the parents. A licensed physician should perform the physical examination and complete page 4 of the form. A complete immunization record should be mailed to the Admissions Office. Texas State health officials require all students to have a complete vaccination record for admission.

**A COMPLETE APPLICATION** includes the Admission Application form, two reference forms, application fee, three years of official academic transcripts, health record, immunization record and copy of the applicant's birth certificate. *The Admissions Committee will review only complete applications* and will then approve or disapprove acceptance for admission. Parents will receive written notification regarding the Committee's decision.

*The Admission Application process is subject to delay for any of the following causes: 1. Required documents have not yet been received; 2. Forms that have been received are incomplete; 3. The application fee has not been paid.*

**INTERNATIONAL STUDENTS:** Applicants to the high school program are required to take the Secondary Level English Proficiency Test (SLEP) or the Test of English as a Foreign Language (TOEFL) to assess their knowledge of the English language. Pre-baccalaureate (Pre-University) students need only to submit evidence of two years English study in their high school program.

**CAMPUS VISIT:** We feel it is vital that the applicant and parents visit the school. This visit will give a more realistic understanding of what Presbyterian Pan American School has to offer to the applicant. Please call Mr. Joe Garcia, Director of Admissions, to schedule an appointment.

**FINANCIAL AID:** Some financial aid is available each year to boarding students. Financial Aid applications are available from the Admissions Office. Financial aid provided to students who are applying for the first time is based principally on the family's financial need and personal references. Financial aid in subsequent years will be based on the student's academic progress, conduct, and financial need.