



Presbyterian Pan American School

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

APPLICATION INSTRUCTION SHEET

Please follow the instructions listed below in completing each form:

A COMPLETE APPLICATION includes the Admission Application form, application fee, two reference forms, three years of official academic transcripts, health record, immunization record, church recommendation form and copy of the applicant's birth certificate or equivalent official government document. *The Admissions Committee will only review completed 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 reasons: 1. Missing documentation; 2. Incomplete received forms; 3. Unpaid application fee.*

ADMISSION APPLICATION FORM: This application should be completed by the applicant and parents fully without any blanks, then delivered, mailed or emailed to the Admissions Office.

REGISTRATION FEE: There is a \$125.00 non-refundable application fee to be sent together with the Admission Application form. This fee can be paid by the following methods: By mail with a check; With a money order; With a bank cashier's check; Via bank to bank transfer; in person with cash or online on our website at www.ppas.org.

REFERENCE FORMS: Two reference forms must be filled out and sent directly to the Admissions Office by the persons mentioned below from the school currently being attended:

- First Reference form: Math or English Teacher
- Second Reference form: Principal or Counselor

TRANSCRIPT: Three years of official school transcripts are required. Please emphasize to the principal or the proper school officer that the transcripts must include the current school year courses and latest grades, plus grades from the two 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. Page 4 of the form should be completed by a licensed physician whom should perform the physical examination. A complete official immunization record must be provided and should be mailed to the Admissions Office. Texas State health officials require all students to have a complete vaccination record for admission. Certain vaccines are required prior to entering the USA. The option to have vaccines done here will no longer be available unless absolutely necessary and only under special circumstances.

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. These tests are given here at the school during Orientation week. Pre-baccalaureate (Pre-University) students need only to submit evidence of two years of English study in their high school program and provide a diploma or certificate of completion of a 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/Scholarship 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.