

**APPLICATION FOR ADMISSION
SANTA CRUZ COOPERATIVE SCHOOL**

APPLICATION INSTRUCTIONS

Please read the following instructions before completing the application and return it to the Admissions Office. You must complete every section of this form. If you have any questions, please call the Admissions Office at 353-0808, fax SCCS at 352-6993 (fax), or visit our web site at www.sccs.edu.bo.

Applications should be submitted as soon as possible. Evaluation of Applications for the following academic year begins in March. The Admissions Committee will not consider applications until all required documents are presented.

1. Pick up the Application Form from the Admissions Office or download it from the Admissions Page on www.SCCS.edu.bo.
2. Fill out the form in **black** ink (print or type). On the last page, be sure to include the parents'/guardians' signature. Without a parent/guardian signature, the application will not be considered.
3. If a father/mother signature is not included, the guardianship section must be completed.
4. The following documents must be presented together with the application form.
 - a. Original Birth Certificate
 - b. Health Certificate Form (may be obtained in the Admissions Office). Along with a chest x-ray or a TB test.
 - c. Additional Information Form. (May be obtained in the Admissions Office).
 - d. One I.D. size picture.
 - e. Photocopies of parent's I.D. cards or passports
 - f. Parents Health Certificate Form (mother's and/or father's) for the Scholarship Funds (may be obtained in the Admissions Office). *See number 7.
 - g. SCCS and AISS contracts signed. (May be obtained in the Admissions Office).
 - h. If the student is a resident of Bolivia, three letters of recommendation from active school members of the Cooperative must be included. If the student(s) are nonresidents, a letter from the company who contracted the families services and a letter from the Consul of the student's resident country. (Not applicable for members).
 - i. If applying for first grade or higher, all transcripts from all previous schools attended by the student must be presented along with a conduct letter from the most recent school.
 - j. The Admissions Office may request additional documentation on an individual basis.
 - k. US\$50 non-refundable processing fee.
5. If you need further information, you are welcome to make an appointment with the Director.
6. Once all the required documents have been presented, the Admissions Office will evaluate the application. If the application is accepted, the parents will be notified of the date and hour of the admission test. A US\$ 50 exam fee per student is to be paid at the business office of SCCS prior to the exam. A copy of the receipt needs to be presented the day of the exam to the examiner. The Academic Committee will meet to review the results. After a decision has been made, the principal will contact the parents.
7. Once the child has been accepted as a student, the mother and/or father of the student(s) must submit a health certificate signed by the AISS authorized doctor to qualify as membership holders for the Scholarship Fund.
8. Once the applicant has been accepted as a student, parents will meet with the Business and Finance Manager who will prepare a payment schedule. With the entrance fee receipt and of 30% of the total payment, the parents must presented it to the Elementary Counselor (Pk to 5^o) or the Middle and High School Counselor (6^o to 12^o) to develop the registration and class schedule for the student.