## **ADMISSIONS PROCEDURES**

- 1. Interested parents should enter their contact information on the contact page of Beverly Hills Academy's website. The director will then reach out to schedule a tour of the school and a classroom observation.
- 2. Parents may then be asked to schedule a mandatory visit for their child. Visits are typically a full day with the prospective new student attending all classes and activities. Visiting students will have a guide to accompany them throughout the day.
- 3. Once you have made the decision to apply, please read all the information carefully and complete the Application/Enrollment Agreement form, specifying the program and tuition payment plan that you prefer. Both parents should sign and date the Agreement.
- 4. Please return the Application/Enrollment Agreement with a \$1,000.00 tuition deposit per child to: **Beverly Hills Academy, 32605 Bellvine Trail, MI 48025.** Tuition deposits may be paid by check made payable to Beverly Hills Academy or credit card.