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**CHARLESTON CATHOLIC HIGH SCHOOL**

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**1033 VIRGINIA STREET, EAST  
CHARLESTON, WV 25301**

January 2019

Dear Prospective Students and Parents:

Thank you for your inquiry regarding the educational program offered at Charleston Catholic High School. We look forward to working with you and your child as you go through the application process.

Each year, the number of applicants exceeds the number of spaces available. The admissions committee performs an important task as it determines the status of each applicant. The committee tries to admit those students who will take advantage of the opportunities available at CCHS, who will prosper during their seven years in the school's college preparatory program, and whose families are committed to the Catholic school philosophy espoused at CCHS. The committee also looks for students who, with their vitality and character, will contribute in a positive way to the life of the school.

Materials about the school and an application packet are included below. There are a few pieces of information that we want you to know concerning the application, selection, and admissions process.

1. Applications are being accepted with the following deadlines:

**Students currently enrolled in Catholic schools:** completed application packets will be accepted now through **Monday, February 26** (to be given first consideration; applications received after that date will go into the general pool).

**Students currently enrolled in public schools:** completed application packets will be accepted beginning **Tuesday, February 27**.

2. Please submit the following items to the admissions office: completed application, \$60.00 application and testing fees, accurate health and immunization records which have been updated within the last 6 months, copies of the first semester 2018-2019 report card; 2016-2017 and 2017-2018 report cards; Stanford, Terra Nova, or other standardized test results; and supplemental information, as requested. The completed teacher recommendation form(s) should be mailed directly to CCHS by the student's current teacher(s). Parents should provide a stamped, addressed envelope for each teacher's convenience.

*Please note that Sacred Heart, St. Agnes, and St. Francis Grade School students should send only the completed application, the \$60.00 application fee, and updated immunization records. Academic records, test scores and recommendations will be sent directly from these Catholic schools to Charleston Catholic High School. Submission of health and immunization records is the responsibility of each family.*

3. The admissions test is Saturday, February 23, 2018. Pre-registration is not necessary. Testing will begin at 10:00 a.m., so students should arrive between 9:30 and 9:45 a.m. The test will be over at 12:00 p.m. Students should arrange to meet their rides at that time at the Virginia Street entrance.

4. All prospective students must visit CCHS during the application period. All applicants for the **sixth grade** are invited to attend on Thursday, February 21st, the only day set aside for current fifth graders. Students not currently enrolled at Sacred Heart, St. Agnes, or St. Francis must pre-register for this visit. Please contact Mrs. Herrick to register (304-342-8415 or [andrea.herrick@charlestoncatholic-crw.org](mailto:andrea.herrick@charlestoncatholic-crw.org)).

For students seeking admission to other grades, a parent should contact Mrs. Herrick at CCHS to arrange for the visit once a student's completed application packet has been submitted to the admissions office. Information about this visit is included in this application packet.

*Note – It is rare for CCHS to accept students as juniors and seniors. Generally speaking, only juniors and seniors moving into the area and attending Catholic schools elsewhere will be considered.*

5. Once the student has taken the admissions test, has visited the school, and the application packet is complete (see item #2 plus teacher recommendations) and on file at CCHS, the student's packet will be presented to the admissions committee. **No applications will be submitted to the admissions committee for consideration until the application packet is complete, including the results of the admissions test and teacher recommendations.**

6. Letters concerning admission status will be mailed by Friday, March 15, if the application packet is completed by Monday, February 25, for students currently enrolled in Catholic schools and by Friday, March 1, for all other students.

7. Completed application packets received after Friday, March 1, will be reviewed by the admissions committee on a regular basis.

8. Students offered admission to CCHS must notify the school within a specified period of time (indicated in the acceptance letter) regarding their plans for the 2019-2020 school year. **A \$200.00 nonrefundable deposit will be required for students planning to attend.** A portion of this fee will be counted as partial payment of 2019-2020 school fees which are to be paid in full during registration in mid-August.

9. **The Diocese of Wheeling-Charleston assists needy Catholic students wishing to attend Catholic schools.** Applications are available online at [www.factstuitionaid.com](http://www.factstuitionaid.com) and will need to be completed and returned to the diocesan processor by the date indicated on the application.

Again, thank you for your interest in Charleston Catholic High School. If you have any questions, please call the school at 304-342-8415 or email Mrs. Herrick at [andrea.herrick@charlestoncatholic-crw.org](mailto:andrea.herrick@charlestoncatholic-crw.org).

Sincerely,

Colleen M. Hoyer  
Principal

Andrea N. Herrick  
Admissions Director, Academic Advisor

## ADMISSIONS CALENDAR FOR 2018-2019 SCHOOL YEAR

Wednesday, January 7 - **Applications available** on the CCHS website for immediate submission for students currently enrolled in Catholic school

Wednesday, February 20 - **Information Meetings for Parents of Prospective Students** (grades 6 -10). There are two options:

1) **8:15 a.m.** – Following an information session in the library (2nd floor), parents will have the opportunity to tour the school as a group *while classes are in session*.

2) **6:00 p.m.** – Following an information session in the library (2nd floor), parents will have the opportunity to tour the school as a group.

Thursday, February 21 - **5<sup>th</sup> Graders Visit** -- 8:45 - 11:15 a.m. Please call or email Mrs. Herrick to register. (*Note: students from Sacred Heart, St. Agnes, and St. Francis do not need to register.*)

Saturday, February 23 - **Admissions Test** in CCHS Commons from 10am-noon. (Plan to arrive between 9:30 – 9:45. Students can be picked up at 12:00 p.m. Please note that there is no waiting area in the building for parents during the testing period. Please drop off and pick up your children on Virginia Street.)

Monday, February 25 - **Application deadline for students currently enrolled in Catholic school for first consideration**

Tuesday, February 26 - **Applications accepted from the general public**

Friday, March 1 - **Application deadline for the general public for first consideration**

Friday, March 15 - **First letters mailed** regarding admission status

Monday, April 29 (tentative) - Tuition assistance forms for needy Catholic students due to processor

*Note: For students in grades 7-10, parents should call or email Mrs. Herrick to arrange a visit. The visit may take place as soon as the entire application has been received.*

# CHARLESTON CATHOLIC HIGH SCHOOL

## APPLICATION FOR ADMISSION

2019-2020

Send completed application with the following items to:

Admissions Office, Charleston Catholic High School

1033 Virginia Street East, Charleston, WV 25301

\_\_\_ \$60.00 non-refundable application fee

\_\_\_ copies of 16-17, 17-18, and 18-19 report cards

\_\_\_ copies of 16-17, 17-18 standardized test scores

\_\_\_ copy of **updated** health/immunization records

### Applicant

Grade Entering \_\_\_\_\_

School Currently Attending \_\_\_\_\_

Applicant's Full Name \_\_\_\_\_

Sex: M \_\_\_ F \_\_\_

Preferred First Name \_\_\_\_\_

Birthdate \_\_\_\_\_

Home Address \_\_\_\_\_

Birthplace \_\_\_\_\_

Telephone Number \_\_\_\_\_

Social Security Number \_\_\_\_\_

Religion \_\_\_\_\_

Applicant Resides with: Both Parents \_\_\_ Mother \_\_\_ Father \_\_\_ Stepmother \_\_\_ Stepfather \_\_\_ Other \_\_\_

In case of a divorce or separation, please indicate the name of the court-appointed custodial parent

### Family

Parent 1

Parent 2

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

(If different from the applicant)

(If different from the applicant)

Home Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Employer \_\_\_\_\_

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

Occupation \_\_\_\_\_

Religion \_\_\_\_\_

Religion \_\_\_\_\_

Tuition will be paid by \_\_\_\_\_

(Name, Address/Phone Number, if different from the applicant)

Please list other children in your family.

Name	Age	School	If high school graduate, which high school?
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List schools previously attended by your child.

Kindergarten_____	Sixth Grade_____
First Grade_____	Seventh Grade_____
Second Grade_____	Eighth Grade_____
Third Grade_____	Ninth Grade_____
Fourth Grade_____	Tenth Grade_____
Fifth Grade_____	

In which parish/church/other is your family registered and contributing? \_\_\_\_\_

How often do you attend religious services? regularly \_\_\_ occasionally \_\_\_ rarely\_\_\_

Describe your family's involvement in your local parish/church/synagogue/other.

Why do you want your child to attend CCHS?

Do you expect that your child will graduate from CCHS? yes \_\_\_ no (explain) \_\_\_ uncertain (explain)\_\_\_

List the name/dosage of ALL prescribed medication and medications and the reason(s) taken.

Are there any unusual aspects of your child's family life, physical or emotional history which may have affected his/her academic or personal progress? If so, please explain.

Does your child have any special learning difficulties? yes \_\_\_ no\_\_\_

If yes, explain in an attached letter and submit a copy of all test results, recommendations, etc.  
**Please keep in mind that CCHS is a demanding college preparatory school and that all students are held to the same high academic, personal, and behavioral standards.**

Has your child ever been suspended from school or appeared in Juvenile Court? yes (explain) \_\_\_ no\_\_\_

Has your child ever participated in drug/alcohol counseling and/or treatment? yes (explain) \_\_\_ no\_\_\_

List the names, relationships, and years of graduation of relatives who have attended CCHS or who are attending now:

List name(s) of student's close friend(s), if any, currently enrolled at CCHS.

Personal reference, other than teachers or relatives, who may be contacted about the student:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Relationship to the student \_\_\_\_\_

I, \_\_\_\_\_ authorize \_\_\_\_\_  
parent/guardian name of current school

to release all educational and health records of \_\_\_\_\_

to Charleston Catholic High School, 1033 Virginia Street East, Charleston, West Virginia 25301.

\*\*\*\*\*

**For office use only – Do not write in this space.**

\$60.00 application and testing fee \_\_\_\_\_ Received \_\_\_\_\_ Check number \_\_\_\_\_

Action taken \_\_\_\_\_ Date \_\_\_\_\_

Deposit received \_\_\_\_\_ Amount \_\_\_\_\_ Check number \_\_\_\_\_



**You are invited to...**

**A DAY AT CHARLESTON CATHOLIC HIGH SCHOOL**

- WHEN?** Call the CCHS office (304-342-8415) or email Mrs. Herrick (andrea.herrick@charlestoncatholic-crw.org) to schedule a day-long visit after you have submitted your application packet, including application fee, essay, report cards, and updated health/immunization records and standardized test scores.
- WHERE?** Charleston Catholic High School---enter through the Virginia Street main door and proceed to the school office on the first floor
- WHO?** All prospective students applying for grades 7-10
- WHY?** To acquaint students with Charleston Catholic High School and with a “day’s experience”
- WHAT WILL HAPPEN?** Students will be introduced to a host/hostess and will follow a regular schedule of classes, including a lunch period. At the end of the day, the student will meet briefly with Mrs. Herrick, Director of Admissions/ Academic Advisor, to discuss any questions the student might have.
- WHAT DO I WEAR?** Visitors from Catholic schools should wear their school uniforms. Other visitors should dress appropriately and modestly (no jeans or t-shirts, please).
- WHAT DO I BRING?** Paper, pencil, pen and lunch money (approximately \$5.00) will be needed. Also, bring your enthusiasm!
- WHERE DO I GO IN THE MORNING?** To the office on the first floor, arriving at 7:45 a.m. (Virginia Street entrance)
- WHEN AND WHERE SHOULD I BE PICKED UP?** At 2:45 p.m. at the Virginia Street entrance
- QUESTIONS?** Please feel free to call Mrs. Andrea Herrick, Director of Admissions/ Academic Advisor, at 304-342-8415 or andrea.herrick@charlestoncatholic-crw.org.



# CHARLESTON CATHOLIC HIGH SCHOOL

## ENGLISH TEACHER RECOMMENDATION

1033 Virginia Street East  
Charleston, WV 25301  
www.charlestoncatholic-crw.org  
phone 304-342-8415 fax 304-342-1259

Applicant's Name \_\_\_\_\_ Grade Entering \_\_\_\_\_

The above named student is applying for admission to Charleston Catholic High School. Your candid estimate of his or her academic performance and qualities will help the Admissions Committee make its final decision. As you reflect on this student's qualifications please remember that Charleston Catholic High School is a college preparatory school. **Your comments are strictly confidential and this form will be destroyed once the admission decision has been made.**

We value your comments highly and hope that you will complete this form in a way that will help us learn more about the applicant. Please know that your input is only one of many pieces of information used to provide background about applicants to CCHS.

The completed form should be returned directly to Mrs. Andrea Herrick, Admissions Director, Charleston Catholic High School, 1033 Virginia Street East, Charleston, WV 25301, within one week of the date it was given to you. In our letter to the applicants' parents, we suggested that they provide you with an addressed, stamped envelope for this purpose.

How long have you known this applicant? \_\_\_\_\_

What are the adjectives that first come to mind when you think of this candidate?

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Describe, as you have observed, the candidate's strengths and weaknesses, and how he/she functions in your classroom.

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If the student handed in an assignment late, it would probably be because the student:

\_\_\_\_\_ procrastinated      \_\_\_\_\_ has many other activities      \_\_\_\_\_ student's work is never late  
\_\_\_\_\_ strives for perfection      \_\_\_\_\_ lost the assignment      \_\_\_\_\_ other, please explain

Please check the appropriate ratings and complete the comment sections:

	Excellent	Good	Average	Below Average	No Basis for Judgment	Comments
Academic potential						
Academic achievement						
Ability to express ideas in writing						
Ability to express ideas orally						
Effort/initiative						
Self-motivation						
Study habits/organization						
Attention span						
Homework completion						
Ability to work independently						
Ability to work in a group						
Class participation						
Care in following directions						
Work ethic						
Conduct						
Character/integrity						
Self confidence						
Relationships with peers						
Interactions with teachers						
Concern for others						
Attendance						

Is the parents' perception of the child consistent with the school's understanding of the child?

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Are the parents cooperative and supportive of the school?

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My professional recommendation for this candidate for admission to Charleston Catholic High School:

	Enthusiastically	Strongly	With some reservation
As a student:	( )	( )	( )
As a person:	( )	( )	( )

Teacher's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Signature \_\_\_\_\_

# CHARLESTON CATHOLIC HIGH SCHOOL

## MATH TEACHER RECOMMENDATION

1033 Virginia Street East  
Charleston, WV 25301  
www.charlestoncatholic-crw.org  
phone 304-342-8415 fax 304-342-1259

Applicant's Name \_\_\_\_\_ Grade Entering \_\_\_\_\_

The above named student is applying for admission to Charleston Catholic High School. Your candid estimate of his or her academic performance and qualities will help the Admissions Committee make its final decision. As you reflect on this student's qualifications please remember that Charleston Catholic High School is a college preparatory school. **Your comments are strictly confidential and this form will be destroyed once the admission decision has been made.**

We value your comments highly and hope that you will complete this form in a way that will help us learn more about the applicant. Please know that your input is only one of many pieces of information used to provide background about applicants to CCHS.

The completed form should be returned directly to Mrs. Andrea Herrick, Admissions Director, Charleston Catholic High School, 1033 Virginia Street East, Charleston, WV 25301, within one week of the date it was given to you. In our letter to the applicants' parents, we suggested that they provide you with an addressed, stamped envelope for this purpose.

How long have you known this applicant? \_\_\_\_\_

What are the adjectives that first come to mind when you think of this candidate?

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Describe, as you have observed, the candidate's strengths and weaknesses, and how he/she functions in your classroom.

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If the student handed in an assignment late, it would probably be because the student:

\_\_\_\_\_ procrastinated      \_\_\_\_\_ has many other activities      \_\_\_\_\_ student's work is never late  
\_\_\_\_\_ strives for perfection      \_\_\_\_\_ lost the assignment      \_\_\_\_\_ other, please explain

Please check the appropriate ratings and complete the comment sections:

	Excellent	Good	Average	Below Average	No Basis for Judgment	Comments
Academic potential						
Academic achievement						
Ability to express ideas orally						
Math skills						
Effort/initiative						
Self-motivation						
Study habits/organization						
Attention span						
Homework completion						
Ability to work independently						
Ability to work in a group						
Class participation						
Care in following directions						
Work ethic						
Conduct						
Character/integrity						
Self confidence						
Relationships with peers						
Interactions with teachers						
Concern for others						
Attendance						

Is the parents' perception of the child consistent with the school's understanding of the child?

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Are the parents cooperative and supportive of the school?

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My professional recommendation for this candidate for admission to Charleston Catholic High School:

	Enthusiastically	Strongly	With some reservation
As a student:	( )	( )	( )
As a person:	( )	( )	( )

Teacher's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Signature \_\_\_\_\_

**CHARLESTON CATHOLIC HIGH SCHOOL**  
**GENERAL TUITION INFORMATION – 2018-19 SCHOOL YEAR**

***NOTE: This information is for the 2018-19 school year only. Tuition rates, interest rates, and dates will be adjusted by April 29 for the 2019-20 school year.***

**Pre-Paid Tuition Policy**

Charleston Catholic High School requires that total tuition charges for the school year must be paid on or before June 15. Late charges of \$1.00 per day after June 15 will be added to the total tuition bill or subtracted from any credit on record in the school for the upcoming school year. For new students registering between June 15 and August 15, the total tuition is due within two weeks of acceptance into the school.

**Education Loan Program**

For our families' convenience, CCHS offers the "Education Loan Program" through First Bank of Charleston. These loans, while arranged through the school, are direct loans made by the bank to school families. The interest rate is 5% (or 4.75% if a First Bank customer) and the bank will grant loans for all or part of the tuition. The loan is repaid directly to First Bank of Charleston in ten monthly installments, June 16<sup>th</sup> through March 15<sup>th</sup>.

Parents wishing to arrange loans must complete the white Tuition Invoice and First Bank of Charleston Retail Loan Application and return them to the CCHS office by April 25 or, for students admitted after that date, within two weeks of acceptance.

**Tuition Assistance**

The Bishop of the Diocese of Wheeling-Charleston offers tuition assistance to needy Catholic families having children enrolled in Catholic schools. Applications for this aid must be submitted online at [www.factstuitionaid.com](http://www.factstuitionaid.com) by **the deadline stated on the application**.

Catholic families needing financial aid are encouraged to meet with their pastors to request tuition assistance from their parishes.

**Tuition Refund Policy**

Tuition is charged until the day a signed withdrawal form is completed by the parents and submitted to the school office.

For purposes of refunding tuition, the following schedule applies for students withdrawing during the first semester:

- 1) Students withdrawing from the school prior to the first day of school will be charged a \$200.00 administrative fee **per child**, unless the family is leaving the Charleston area, in which case an administrative fee of \$200.00 **per family** will be charged.
- 2) Students withdrawing from the school on or before September 19 will be charged a daily rate (annual tuition divided by 180 days) plus a \$200.00 administrative fee.
- 3) Students withdrawing after September 19 but before October 10 will be refunded 25% of the tuition paid for the first semester, 100% of the tuition paid for the second semester, less a \$200.00 administrative fee.

4) Students withdrawing from the school after October 10 will not receive a tuition refund for the first semester, but will receive a full refund for tuition paid toward the second semester, less a \$200.00 administrative fee.

The second semester tuition refund policy is as follows:

1) Students withdrawing from the school on or before February 6 will be charged a daily rate for the second semester plus a \$200.00 administrative fee.

2) Students withdrawing after February 6 but before March 6 will be refunded 25% of the tuition paid for the second semester less a \$200.00 administrative fee. No tuition refunds will be granted after March 7.

Students who are asked to withdraw from the school will be refunded 100% of the balance of their tuition from the date of withdrawal, calculated on a daily rate (annual tuition divided by 180 days), less a \$200.00 administrative fee.

### **Tuition Rates for the 2018-2019 School Year\***

**Note: Tuition rates generally increase each year.**

Category I	
1 child in grades 6-8	\$ 7,143
2 children in grades 6-8	\$ 11,425
Category II	
1 child in grades 9-12	\$ 8,310
2 children in grades 9-12	\$ 13,337
2 children, one in middle school and one in high school	\$ 13,337
Category III	
3 children any level	\$ 17,450
4 children any level	\$ 23,297
5 children any level	\$ 27,839

\*Incoming students with siblings who withdrew from the school prior to graduation will be charged an additional \$1000 for each year of middle school. These funds will be credited toward high school tuition at the rate of \$1000 per school year for each additional \$1000 paid.

Tuition charges do not include various school fees which are paid during registration days in August. These fees are paid directly to the school at that time.