



# Columbus Academy

## Application Procedure for the Lower School

*Grades 1 – 5*

*Thank you for considering Columbus Academy for your child's education. Components of the process are outlined below and we encourage families to schedule a time to tour our 231-acre campus.*

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### Getting Started – Online Inquiry Form

In order to begin the application process, you must first create an inquiry through our web portal. [Click here](#) or scan the QR code to get started. Once your inquiry form is processed, you will be able to log-in and go through the following admissions steps.



### Application Process

#### 1 - Application

Listed on the checklist page of Blackbaud, the application is complete once all required fields are submitted and the \$100 application fee is paid.

#### 2 - Parent Questionnaire

Allows us get to know your family and child better.

#### 3 - Parent Admissions Conference

Please call our office to schedule your parent meeting with Lisa or Lauren. This is an opportunity for you to share what you're looking for in your child's education. It is also a time for us to answer questions about Columbus Academy. Please allow approximately 30 minutes for this meeting.

#### 4 - Admissions Screening (Grades 1 - 4)

You will bring your child for one of our pre-selected screening dates in the months of January and February. Dates for those screenings are available in December after an application has been received.

#### Admissions Screening (Grade 5)

Students take the Independent School Entrance Exam (ISEE) which Academy offers a few times on campus. For more information on the ISEE please visit: [isee.erblearn.org](http://isee.erblearn.org).

#### ISEE Testing Dates (school code: 32126)

December 9, 2023

January 13, 2024

January 27, 2024

February 10, 2024

#### 5 - Teacher Report & Transcript

Applicants are required to request a transcript and current teacher recommendations in both Math and Language Arts. Please do not submit these until December so grades are current and applicant's teachers know the child well.

## Upcoming Admissions Events: to apply for the 2024-25 school year (register online for these events at [columbusacademy.org/admissions-events](https://columbusacademy.org/admissions-events))

Admissions Showcase

**Mon, Oct 30**

7:00 p.m.

Viking Visits

(bi-weekly on Wednesdays)

**Beginning November 15**

8:30 a.m.

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### Tuition Assistance

*For students in grades Pre-Kindergarten through Grade 12\**

Affordable and accessible education is important to us. Academy offers the largest tuition assistance budget of all Ohio-area independent schools. Approximately 25% of Columbus Academy students receive Tuition Assistance. We provide payment options to assist families in managing tuition costs.

Families that would like to apply for tuition assistance need to do so **by February 15, 2024**.

More information can be found at [columbusacademy.com/admissions](https://columbusacademy.com/admissions) or scan the QR code.



*\*Please note that assistance is not currently available for our Explorers program.*

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### Admissions Contacts

#### Grade 1 Applicants

Lisa Spolter  
Assistant Director of Admissions for Early Childhood  
614-509-2283  
[SpolterL@columbusacademy.org](mailto:SpolterL@columbusacademy.org)

#### Grades 2 through 5 Applicants

Lauren Yen Leahy  
Associate Director of Admissions  
614-509-2236  
[LeahyL@columbusacademy.org](mailto:LeahyL@columbusacademy.org)

