

Hargrave Military Academy
Chatham, Virginia 24531

Admissions: 800-432-2480 Fax: 434-432-3129
International Admissions: 434-432-2577

THE APPLICATION PROCESS

1. RETURN THE APPLICATION ALONG WITH THE APPLICATION FEE TO:

Office of Admissions
Hargrave Military Academy
200 Military Drive
Chatham, Virginia 24531

If the applicant is a **POST GRADUATE ATHLETE**, please make sure to complete and return the NCAA Initial-Eligibility CLEARINGHOUSE form along with the application and PG Addendum. A check payable to the NCAA must be attached to the form for processing. If the form has been previously submitted, a copy of the **NCAA Eligibility Form** must be attached.

2. TAKE THE **REQUEST FOR TRANSCRIPTS AND RECOMMENDATIONS FORMS** TO THE APPLICANT'S SCHOOL AND HAVE THEM SEND ALL REQUESTED INFORMATION TO Hargrave Military Academy.
3. CALL THE ADMISSIONS DEPARTMENT TO SCHEDULE A CAMPUS VISIT.
4. AFTER ALL REQUESTED INFORMATION HAS BEEN RECEIVED, YOUR APPLICATION WILL BE REVIEWED BY THE ADMISSIONS COMMITTEE AND YOU WILL BE NOTIFIED OF THE STATUS OF THE APPLICATION.

IN SOME INSTANCES A PERSONAL INTERVIEW WITH THE APPLICANT MAY BE REQUIRED BEFORE A FINAL DECISION IS REACHED.

Applications for admission to Hargrave Military Academy will not be reviewed by the committee until all requested information has been received.

** **INTERNATIONAL APPLICANTS:** I-20 Forms will be issued only after an invitation for admission has been offered. The Form I-20 should be taken to the nearest U.S. Embassy or Consulate in the candidate's native country of residence in order to apply for an F-1 Student Visa.

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REQUEST FOR TRANSCRIPTS

To the Parent/Guardian: Please complete this form and take it to the guidance office at the student's current school.

I hereby authorize _____
School Name

Address _____

City _____ ST _____ ZIP _____ Phone _____

to release the following information on:

(Student's Name) _____

to the Director of Admissions at Hargrave Military Academy.

Parent/Guardian Signature

Date

TO THE GUIDANCE OFFICE: The above-named student has applied to Hargrave Military Academy. As requested by the parent/guardian, please release the following information to the Office of Admissions at Hargrave Military Academy.

- A complete transcript of grades and standardized tests results.
- Teacher/Principal Evaluations
- Special Education Information (i.e., I.E.P., psychological records, etc.)
- Discipline Records
- NCAA Initial Eligibility CLEARINGHOUSE Form (Post Graduate Athletes)
- NCAA 48-H Course Form (Post Graduate Athletes)
- Health and Immunization records.

Please send all applicable information listed above to:

Director of Admissions
Hargrave Military Academy
200 Military Drive
Chatham, Virginia 24531

Enclosed are two (2) teacher and one (1) principal's recommendation forms. Please have two (2) of the above-mentioned student's teachers and the principal, assistant principal or guidance counselor complete these forms and include them in the packet along with the above-requested information.

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PRINCIPAL/GUIDANCE RECOMMENDATION

Student's Name: _____

TO THE PARENT/GUARDIAN:

Please give this form to the principal or assistant principal and ask that it be completed and mailed as soon as possible to the Hargrave Military Academy, Admissions Office.

TO THE PRINCIPAL:

Thank you for taking the time to complete this form for us. Our primary goal in asking for your assessment of this student is to assist us in determining, as best we can, if he has the potential for success at Hargrave. Please be assured that your evaluation and comments will be kept in strict confidence.

Please circle the appropriate response:

- | | | |
|--|-----|----|
| 1. Has the student ever been suspended from your school?
If yes, please list dates, circumstances and punishment. | Yes | No |
| 2. Has the student ever had any drugs or alcohol related incidents at your school? If yes, please explain. | Yes | No |
| 3. Has the student ever been involved in any violence related incidents? If yes, please explain. | Yes | No |
| 4. Would your student be allowed to enroll in your school based on the information you have available today? | Yes | No |
| 5. Is your school accredited? By who? | Yes | No |

In the space provided below, please offer any additional observations or comments you think would assist us in evaluating this student's potential for being successful in a Military School boarding atmosphere.

Commendations/Concerns:

Signature: _____ **Date:** _____

Name of School: _____ **Phone:** _____

E-Mail: _____ **Fax:** _____

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TEACHER RECOMMENDATION

Student's Name: _____

TO THE PARENT/GUARDIAN:

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TO THE TEACHER:

Thank you for taking the time to complete this form for us. Our primary goal in asking for your assessment of this student is to assist us in determining, as best we can, if he has the potential for success at Hargrave. Please be assured that your evaluation and comments will be kept in strict confidence.

Please rate the following areas 1 – 5 circling, in your judgment, the most appropriate response.

5=Excellent	4=Above Average	3=Average	2=Needs Improvement	1=Unsatisfactory	
RESPONSIBILITY	5	4	3	2	1
INTEGRITY/HONESTY	5	4	3	2	1
LEADERSHIP	5	4	3	2	1
CONCERN FOR OTHERS	5	4	3	2	1
EMOTIONAL STABILITY	5	4	3	2	1
RESPECT FOR AUTHORITY	5	4	3	2	1
CONDUCT	5	4	3	2	1
OVERALL ACADEMIC ABILITY	5	4	3	2	1
PEER INTERACTION	5	4	3	2	1
MATURITY LEVEL	5	4	3	2	1

In the space provided below, please offer any additional observations or comments you think would assist us in evaluating this student's potential for being successful in a Military School boarding atmosphere.

Commendations/Concerns:

Signature: _____ Date: _____

Name of School: _____ Grade _____ Subject: _____

Phone: _____ E-Mail: _____ Fax: _____

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TO THE TEACHER:

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Name of School: _____ Grade _____ Subject: _____

Phone: _____ E-Mail: _____ Fax: _____