

Basic Prep Leadership Academy

Adult Student Admission Form

Enrollment Term/Year: _____ Date Submitted: _____

Student Information

Full Legal Name: _____

Home Address: _____

City: _____ State: _____ ZIP Code: _____

Phone Number: _____ Working Email Address: _____

Date of Birth: _____ Last Four Digits of Social Security Number: _____

Education Background

Last High School Attended: _____

City: _____ State: _____

Last High School Year Completed:

☐ 9th Grade ☐ 10th Grade ☐ 11th Grade ☐ 12th Grade ☐ GED/Equivalent ☐ Other:

Year You Enrolled in High School: _____

Year of Graduation or Expected Graduation: _____

Work Experience

Please list current or previous work experience, including employer, position, and dates worked.

Employer 1. _____

Employer 2. _____

Employer 3. _____

Hobbies and Interests

Please list hobbies, interests, community involvement, sports, volunteer work, or leadership activities:

Emergency Contact

Emergency Contact Full Name: _____

Relationship to Student: _____

Phone Number: _____

Alternate Phone Number (if available): _____

Email Address (optional): _____

Applicant Certification

I certify that the information provided on this admission form is true and complete to the best of my knowledge. I understand that Basic Prep Leadership Academy may contact me regarding my enrollment and may verify information provided as needed.

Student Signature: _____

Date: _____

Office Use Only

Application Received By: _____

Date Received: _____

Enrollment Status: ☐ Pending ☐ Accepted ☐ Denied ☐ Additional Information Needed

Notes:

Basic Prep Leadership Academy Student Application Privacy Notice

This Privacy Notice explains how the Basic Prep Leadership Academy ("we," "our," or "the School") collects, uses, stores, and protects the personal information provided during the student application process.

1. Information We Collect

We collect personal data to evaluate applicants and communicate with families. This includes:

- Contact details: Names, addresses, phone numbers, and email addresses of students and parents/guardians.
- Demographic data: Date of birth, gender, and citizenship.
- Academic records: Standardized test scores, transcripts, report cards, and teacher recommendations.
- Financial information: Income statements and tax returns (if applying for financial aid).
- Personal statements: Essays, extracurricular histories, and interview notes.

2. How We Use Your Information

We use the collected information strictly for educational and administrative purposes:

- Evaluating the applicant's eligibility and suitability for admission.
- Processing financial aid and scholarship applications.
- Communicating admission decisions and enrollment steps.
- Complying with legal, regulatory, and reporting obligations.

3. Information Sharing and Disclosure

We value your privacy and do not sell your personal data. We only share information with:

- School personnel: Admissions committee members, administrators, and faculty involved in the evaluation process.
- Third-party service providers: Document management systems, financial aid processors, and testing services operating under strict confidentiality agreements.
- Legal authorities: Only when required by law, court order, or to protect the safety and rights of the school community.

4. Data Security and Retention

- Security: We implement robust technical and organizational measures to protect data against unauthorized access, loss, or alteration.
- Retention: Information for accepted students becomes part of their permanent student record. Information for applicants who are not admitted or who decline enrollment is securely destroyed or anonymized after 2 years, unless legal requirements dictate otherwise.

5. Your Rights

Parents/guardians (and applicants, where applicable by law) have the right to:

- Request access to the personal data we hold about them.
- Request corrections to inaccurate or incomplete information.
- Withdraw consent for data processing (noting that withdrawal may result in the cancellation of the application).

6. Contact Information

For questions or concerns regarding this Privacy Notice or our data practices, please contact:

Basic Prep Leadership Academy
academy@basicprep.com | 812.240.5680
508 Center Street, San Antonio, TX 78202