



WELCOME

to Ben Lippen School Admissions and Enrollment!

This guide helps answer the question:

What happens next?

1 APPLICATION

Fill out an online application. Within the application there is a spot to enter an email address of a pastor or church leader. Please let them know you are asking them to fill out the questionnaire sent to them via email.



2 ACADEMIC RECORDS

Send Ben Lippen School unofficial academic records of transcripts/report cards. *For Pre-K3 - Kindergarten there is no need for academic records.

FAX #: (803) 744-1387



3 TESTING

When we have the completed application, pastor/church leader questionnaire, and academic records, Ben Lippen staff will schedule testing on an as needed basis. Allow 1-2 hours for completion of testing; parents may remain on campus or drop off their child(ren).



4 INTERVIEW

When testing is complete, BL staff will schedule an interview with the principal or other administration. For grades 5-12, we ask that the student be accompanied by at least one parent/guardian. For Pre-K3 - 4th grade, we ask only parents/guardians of the student be present.



5 ENROLLMENT

If accepted to Ben Lippen School, you will be sent an email concerning enrollment. Please complete online enrollment, upload your child's immunization record, and submit a \$500 deposit within ten days to reserve your student's space. After June 1st, there will be a five day period to reserve your student's space.

For financial questions, contact Susan Carpenter at Susan.Carpenter@BenLippen.com or 803-807-4129.

Further Questions?

Kelly Adams: Director of Upper School Admissions
(803) 807-4110, Kelly.Adams@BenLippen.com

Lil Mason: Director of Lower School Admissions
(803) 807-4111, Lil.Mason@BenLippen.com



Congrats!

YOU ARE NOW A
BEN LIPPEN STUDENT.
WELCOME TO THE
FAMILY!

