



## 2021-2022 Registration and Enrollment Check List

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Please note that Victory's enrollment timeline has been modified for the 2021-2022 school year. The checklist is categorized by the due dates for the various registration and enrollment items. *If you already have a FACTS account for VCA, you do not need to reenroll in FACTS and no action is needed on your part unless you want to change your payment plan from last year (10 month to 12 month or 12 month to 10 month).*

### **February 26<sup>th</sup>**

- Financial Aid Application deadline. Financial aid may be applied for at [www.factsmgt.com](http://www.factsmgt.com) >> Parent Log In >> Payment Plans / Financial Aid >> Sign In >> Start Application. Financial aid award letters will be mailed April 16<sup>th</sup>.

### **April 30<sup>th</sup>**

- Enrollment/Re-enrollment Paperwork complete and turned in to the VCA office.

### **May 21<sup>st</sup>**

- The non-refundable registration fee is due – 1<sup>st</sup> Child \$500, 2<sup>nd</sup> Child \$500, 3<sup>rd</sup> Child \$400, \$1,400 max. Families have the option to submit the payment in full directly to the office by this date, or they may notify the office to add their registration fee(s) to their FACTS account, i.e. the registration fee(s) can be allocated over the 10 month or 12 month payment plans via FACTS.
- FACTS enrollment deadline for **12 month** tuition payment plan if you are enrolling for the 1<sup>st</sup> time or changing from 10 month to 12 month payment plan. Please contact the office if you would like to change from 10 month to 12 month payment plan.

### **June 30<sup>th</sup>**

- FACTS enrollment deadline for **10 month** tuition payment plan due (if newly enrolling) **OR** 100% tuition payment due if not enrolling in Facts (payable directly to VCA in the school office);
- If you are newly enrolling in FACTS: When you have completed your enrollment into FACTS, on the last screen of the process, you will be provided an Agreement Number. Your agreement number must be listed on the accompanying "Our Partnership with FACTS" paperwork as proof of completion and for the office staff to verify that everything is correct.
- The following registration items **MUST** be received for your account to be in good standing and for your child to attend school.
  - Emergency Card
  - Drivers Questionnaire
  - Parental Cooperation Letter
  - Medical Release Authorization
  - Church Attendance Verification
  - Model Release Form
  - Authorized Pick Up List
  - Birth Certificate (new students and Kindergarten only)
  - Physical Form (new students and Kindergarten only)
  - Health Form (new students and Kindergarten only)
  - Immunization Form (new students, Kindergarten students and 8<sup>th</sup> grade students. Tdap vaccine must be listed for 8<sup>th</sup> grade students.)
  - Request for Records from Previous School (new students only)

### **1<sup>st</sup> Day of School**

**If all of the items listed above are not received by 8 am on the first day of school, your child will not be permitted to attend class until the office has had time to verify that your account is in good order.**



## 2021-2022 Application for Re-Enrollment

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Date \_\_\_\_\_

Student's Full Name \_\_\_\_\_  
(Last) (First) (Middle)

Student's Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Home Phone \_\_\_\_\_ Gender: M F

Birth Date \_\_\_\_\_ Grade entering 2021-2022 \_\_\_\_\_

Parent's cell phone numbers to be listed in school directory:

Father: \_\_\_\_\_

Mother: \_\_\_\_\_

Parent's emails to be listed in school directory:

Father: \_\_\_\_\_

Mother: \_\_\_\_\_

Your family will be contacted by the office staff regarding the remaining paperwork to complete the student's file. Please return this application to the office by **April 30<sup>th</sup>** to allow the school to plan effectively in advance.

Signature \_\_\_\_\_ Date \_\_\_\_\_