



## 2022-2023 Registration and Enrollment Check List

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Please note that Victory's enrollment timeline has been modified for the 2022-2023 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 28th**

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 15<sup>th</sup>.

### **April 29th**

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

### **May 13th**

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. If the registration fee(s) is not submitted by this date, the amount will be added 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 29th**

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).

The following registration items **MUST** be received for your account to be in good standing and for your child to attend:

- Church Attendance Verification
- Emergency Card
- Authorized Pick Up List
- Health Form
- Medical Release Authorization
- Model Release Form
- Drivers Questionnaire
- Parental Cooperation Letter
- Birth Certificate (new students and Kindergarten only)
- Physical 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 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.**



## Admissions Application

### Non-Discrimination Policy

Victory Christian Academy, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs

### Child's Information

Child's Full Legal Name \_\_\_\_\_ Gender \_\_\_\_\_

Child Prefers To Be Called: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Child's Address: \_\_\_\_\_

Street

City

Zip

Application for Grade: \_\_\_\_\_ Phone: \_\_\_\_\_

### Father's Information

Father's Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address (If different from child's): \_\_\_\_\_

Spiritual Status: Does he profess a personal relationship with the Lord? Yes No If yes: How long? \_\_\_\_\_

Email: \_\_\_\_\_

### Mother's Information

Mother's Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address (If different from child's): \_\_\_\_\_

Spiritual Status: Does she profess a personal relationship with the Lord? Yes No If yes: How long? \_\_\_\_\_

Email: \_\_\_\_\_

### Guardian or Caretaker (if different than parents)

Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address (If different from child's): \_\_\_\_\_

Spiritual Status: Does he/she profess a personal relationship with the Lord? Yes No If yes: How long? \_\_\_\_\_

### Sibling's Information

Name \_\_\_\_\_ DOB \_\_\_\_\_ Name \_\_\_\_\_ DOB \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Name \_\_\_\_\_ DOB \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Name \_\_\_\_\_ DOB \_\_\_\_\_



Victory Christian Academy Admissions Application (continued)

General Information

Last School Attended \_\_\_\_\_ Location \_\_\_\_\_

Family Church \_\_\_\_\_ Phone \_\_\_\_\_

Allergies \_\_\_\_\_

Special Needs or Concerns \_\_\_\_\_

Pediatrician Name \_\_\_\_\_ Phone \_\_\_\_\_

Was student ever suspended or expelled from school? Yes No (If yes, submit written explanation)

Did student ever receive an Educational Diagnosis or IEP? Yes No (If yes: Date of diagnosis \_\_\_\_\_)

Diagnosis \_\_\_\_\_

Did student ever receive special services (special education, speech or language therapy, etc.)? Yes No

If yes: What kind? \_\_\_\_\_

How did you find us? \_\_\_\_\_ If from an existing VCA family, please tell us the family most instrumental in your decision to attend VCA. \_\_\_\_\_

Important Notes to Applicant Family

- Grade placement is determined solely at the discretion of Victory Christian Academy based on academic evaluation and teacher and administrative recommendation.
- Submittal of this application does not ensure final enrollment in Victory Christian Academy. Several further steps, including a parental conference with Victory Christian Academy leadership, are necessary before admittance.

Affirmation

I hereby affirm that all of the information contained in this application is true and accurate to the best of my knowledge. I understand that providing any false information may lead to the rejection of this application now or the removal the applicant in the future.

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