

ADMISSIONS POLICIES



A new student is admitted to Faith Christian Academy on the basis of a completed online application, required former records, entrance/placement exam, and an administrative interview. Our school has open enrollment for new students through January 31st of each school year pending grade availability.

Faith Christian Academy gives consideration to all students desiring a Christian education who apply to the academy. The academic program, athletic programs, fine arts programs, and extracurricular activities are seen as an integrated whole vital for the education of all children. The program endorses the philosophy that all of the activities support and help students develop a Biblical Worldview, a lens or filter that helps students think about life issues from a Christian perspective, using God's Word as a compass to guide all of our decisions and choices.

REQUIREMENTS FOR ADMISSIONS

Students must hold a GPA of 2.0 to be considered for admission

Students must demonstrate acceptable conduct & good behavior as evidenced on prior report card evaluation.

If a student desires to transfer to FCA during the school year, parents are requested to cooperate with the Director of Admissions & the Division Principal with all requested information. Parents must provide full disclosure on why their student has chosen to leave the previous school. Academic records, discipline records & other pertinent information will be required by the parents if requisition. Failure to cooperate & provide requested information promptly will delay the application process & possibly the ability to enroll at FCA.

Students must meet the immunization requirements for their grade level as established by the State of Florida. Students cannot attend school unless FCA has received their cumulative health records as requested in the admission packet.

GRADE LEVEL REQUIREMENTS

KINDERGARTEN (K5)

- Must be 5 years old on or before September 1st of the school year
- An entrance test will be administered to determine kindergarten readiness

ELEMENTARY & MIDDLE SCHOOL (1 - 8)

- Must be suitable age for the grade assigned
- 1st graders must be 6 years old on or before September 1 of the school year
- Must be fluent in English
- An entrance test will be administered to determine grade readiness
- 6th - 8th graders may transfer in only at the beginning of the 2nd or 3rd quarter

HIGH SCHOOL (9 - 12)

- An entrance test will be administered to determine grade readiness
- Must be fluent in English
- Official transcripts from previous school(s) are required for high school
- 9th - 11th graders may transfer mid-semester from another school
- 12th graders may not transfer after the start of the current school year

ADMISSIONS POLICIES CONT...

GENERAL PRINCIPLES FOR THE SELECTION PROCESS

The following criteria are used as part of the selection process for acceptance into Faith Christian Academy:

- All documents submitted as part of the student's application packet
- Student's desire to succeed academically
- Student's attitude & openness to the spiritual culture of FCA
- Student's compatibility & receptiveness to attend a Christian school
- Student's conduct & behavior
- Parents' stance as evidenced by signing and agreeing to the Parent Cooperation Agreement
- Students who have been expelled, suspended, or reassigned from other schools within a year of the incident
- Students who have used illegal drugs & alcohol or who are exiting a drug treatment program
- Current class size & current class culture
- Families who are church members in good standing with Faith Assembly of God



NEW STUDENT APPLICATION REQUIRED DOCUMENTS

All students applying to attend FCA must have submitted the required documents for the application packet to be considered complete. A student's application will not be reviewed until all information has been submitted. Please see the Admissions Checklist on our website for a full list of necessary documents.

***All application materials submitted to FCA are not returned to the parents. These materials are considered the property of FCA & will remain at the school, filed in the Main Office. Parents are encouraged to keep a copy of all documents prior to submitting the information to Faith Christian Academy.

STUDENTS WHO HAVE AN IEP, 504 PLAN, OR SPECIAL LEARNING NEED

Some students desiring to apply & enroll may require additional services. If a student has an Individual Educational Plan (IEP) or a 504 Plan from the public school, they will be required to submit all requested documents BEFORE beginning the application process. A person from our Student Support Services department will review the documents & determine if FCA is able to provide the appropriate educational services for the student. The decision to allow the student to begin the application process will be communicated by the Director of Admissions. The application review fee is \$35.00 per student.

FCA will give due diligence in evaluating the educational, social, & physical needs of all students who desire to apply. Each case is reviewed to determine if a student's educational needs are able to be met by the academy's program, staff, and existing services.

NEW STUDENT APPLICATION PROCESS

After the online application & all application materials have been submitted, the student's application packet will be reviewed by the Director of Admissions & the Division Principal.

- Testing
- Parent Interview
- Student Interview
- Parent/Student Agreement
- Decision
- Acceptance
- Transfer Students (Good Cause Statement)
- Denial
- Withdrawal
- Financial
- Scholarships

TESTING

An assessment test will be scheduled for the student, by the grade level office, to evaluate the academic preparedness for possible acceptance. The testing results are part of the whole picture the Division Principal will use to determine if the student is able to handle the educational program at the academy. A student is encouraged to try his/her best and to demonstrate the abilities and skills he/she has learned. A re-evaluation may be scheduled at the discretion of the Division Principal. A fee may be assessed for the re-evaluation.

The testing results will be part of the student's application packet. Parents will not be given a copy of the test results. While it is understandable to want to know more about the student's results, the testing results will not be given to the parent.

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PARENT INTERVIEW

The parent will have a scheduled interview with the Division Principal, following the students' assessment test. During the interview, the Principal will review the school's mission statement, core values, curriculum, discipline expectations, & communication. The Division Principal will ask the parent questions about the student's academic & discipline history, spiritual history, & other related topics used as part of the admissions process. Parts of the Parent/Student Agreement are reviewed & affirmed before rendering a final decision. Parents are encouraged to take the time to ensure they understand all documents & policies of the academy. Parents will have the opportunity to ask questions to clarify any expectations or misunderstandings.

A parent interview may not be scheduled if the provided academic documents & FCA assessment scores are below our expected average.

STUDENT INTERVIEW

The student will be required to have an interview with the Division Principal as part of their application process. Age-appropriate questions will be asked to fully understand the student's current academic ability & interests. This interview is a valuable resource, allowing the Division Principal to know the student in a more personal way.

PARENT/STUDENT AGREEMENT

Parents must agree to follow the academy's policies and demonstrate a cooperative stance in attitude, words, and actions as outlined in the Parent/Student Agreement. A student is to display good moral character and obey the academy's policies. Each student is placed on probation for the first school year.

In the event that these expectations are not met, the school reserves the right to deny admission or a dismiss a student without cause.

DECISION

All previous steps must be completed before a student is granted or denied the ability to enroll at FCA. All documents & interviews are reviewed in a detailed, concise, consistent & fair manner before a decision is made.

ACCEPTANCE

Once a student is accepted, the parents will receive the acceptance letter by email with instructions on completing the enrollment process.

TRANSFER STUDENTS (GOOD CAUSE STATEMENT)

Students may seek enrollment at Faith Christian Academy during the academic school year. New students transferring will be required to follow the same procedures as described in the admissions process.

Students may participate in all academic and extracurricular activities by meeting one or more of the following criteria.

Reasons a student may decide to transfer to Faith Christian Academy may include, but are not limited to the following:

- A student would like to transfer to attend a private Christian school with a Christian based education.
- A student would like to transfer to be in a God-centered, positive environment.
- A student would transfer to FCA due to parents moving from their zoned school to a new area.
- A student would transfer to FCA because the student no longer feels safe in their current school, or is being bullied.
- A student is transferring due to disciplinary reasons and needs a more supportive environment.
- A student would transfer due to better academic assistance or alternative teaching methods the family prefers.
- A student may transfer due to a court order change in custody of the custodial parent.
- A student may transfer due to a family hardship.

DENIAL

The parents will be notified by email if their student is denied acceptance to FCA. The reason for denial is based on multiple factors as reflected in the documents that compile a student's application packet. Parents may request, in writing, more information as to why their student was denied acceptance.

The decision of the Division Principal is final. There is no appeal process once a decision is rendered.

WITHDRAWAL POLICIES

Should a student be withdrawn for any reason after school has begun, the account must be current and all items owned by the school (ie. books, athletic gear, etc.) must be returned to the appropriate person. The withdrawal form and any student records will be withheld until all of these matters are settled.

Prepayment discounts will be forfeited upon early withdrawal and deducted prior to any refunds. Scholarships and other forms of tuition assistance will be prorated in accordance with the date of withdrawal.

ADMISSIONS POLICIES CONT...

FINANCIAL AGREEMENT

Each family must affirm the financial policies before the enrollment process is complete. The financial policies clearly explain the academy's expectations for payment, delinquent accounts, and late fees. Any questions regarding the financial policies should be discussed with the Director of Admissions.

Families will have regular communications from the school with timely reminders about upcoming payments and past due payments. Students are not permitted to start school with an outstanding balance. Students are also not allowed to attend class at the start of each month with a past due balance.

SCHOLARSHIPS

FCA does not offer any scholarships for students. To remain affordable, a student's tuition is priced as low as possible, keeping the operational expenses in mind as tuition is set each year.

A family may apply for financial assistance with a non-profit agency/organization that offers student scholarships. If a scholarship is awarded, the Finance Department needs to be contacted to assist with the process of applying the scholarship to the student's account.

COMMON STUDENT SCHOLARSHIPS

STEP UP FOR STUDENTS (FL TAX CREDIT & FAMILY EMPOWERMENT SCHOLARSHIP FOR EDUCATION OPTIONS (FES-EO))

Step Up For Students is a state funded program based on financial need. This must be applied for separately and once approved, the award letter should be brought in to the admissions office or included with the student's required documents. This program awards up to \$7,111 of tuition for the qualifying student dependent upon the student's grade and family income level. The family is responsible for the remainder of the tuition cost. For more information about the application process, click on the following link - <http://www.stepupforstudents.org/>

FAMILY EMPOWERMENT SCHOLARSHIP FOR UNIQUE ABILITIES (FES-UA)

Formerly the Gardiner Scholarship (PLSAs) and McKay Scholarship, FES-UA is for Florida students in grades K3 -12 with one of the following diagnoses: autism spectrum disorder, muscular dystrophy, cerebral palsy, Down syndrome, Prader-Willi syndrome, Spina bifida, Williams syndrome, Phelan-McDermid syndrome or intellectual disability (severe cognitive impairment).

Families applying for admission to FCA with The Gardiner scholarship, require the support and supervision of the Student Support Services Department (SSS) in order to meet the accommodations necessary to be successful at FCA. Each applicant's abilities and needs are assessed prior to the admissions process to determine if FCA would be able to accommodate the student. The Gardiner Scholarship amount varies according to grade and county of residence.

<https://www.stepupforstudents.org/for-parents/special-needs/how-the-scholarship-works>

FINANCIAL AID (FACTS GRANT AID)

Making Christian education accessible to all students is an important value. Faith Christian Academy offers financial aid to all of our school families. A third party called FACTS exclusively evaluates each family's needs. All information is kept private within FACTS.

Financial aid applications are now available for enrolled families through FACTS*.

Financial aid will be awarded as long as the funds are available. Our anticipated goal is to respond to each application within 4 weeks.

Families need to submit only ONE application per household (regardless if you have more than one student). Awards are applied to the student's balance after all scholarship awards.



ADMISSIONS POLICIES CONT...

RE-ENROLLMENT

CURRENT STUDENTS

Re-enrollment is conditional based on acceptable student progress, student behavior, cooperation between home & school, & financial account delinquent history. Re-enrollment is offered to current families prior to opening enrollment to the public each year. Space is not guaranteed to current students who do not re-enroll during our early re-enrollment period. Re-enrollment is an online process through parents Renweb.

STAFF

Staff who are currently working at the academy or will be working at the academy for the upcoming school year will have priority re-enrollment for their children. This is a right for all staff whose children meet the criteria required by students who desire to re-enroll.

OTHER CONSIDERATIONS

The academy gives preference to families who have multiple children currently enrolled.

If a family has a child who desires to attend the academy and successfully completes the admissions process, the new student will be given priority enrollment over other new students. This case usually occurs for new kindergarten students.

PROBATION

Students placed on Academic or Disciplinary probation will not be permitted to re-enroll during their probationary period. At the conclusion of the probationary period, re-enrollment will be re-evaluated by the Administration.

DELINQUENT ACCOUNTS

A student will be denied re-enrollment if the financial account is past due. All balances must be paid before enrollment will be allowed. Families who have a history of delinquency will be denied re-enrollment until a meeting is completed with the Administrator. At that time, the Administrator will explain the school's financial policies and expectations and answer any questions the parents may have. An action plan with clear expectations will be communicated to the family. The family must agree to follow this plan before re-enrollment will be opened. Failure to comply with this plan will jeopardize the student's re-enrollment and paid fees. No refund will be given if re-enrollment is withdrawn. Families who have a delinquent account will not have access to current or previous year report cards, transcripts (official or unofficial), or cumulative records. Accounts must be paid in full and cleared prior to any of these records being provided.

WAITING POOL

Current students who are eligible to re-enroll are encouraged to complete the process as soon as possible. The enrollment fee should be paid, signifying the families intent to attend the academy if space becomes available. If space does not become available before the beginning of school, the enrollment fee will NOT be refunded.

There are times when a grade level fills, and there are no more available spaces. If a student who is eligible to re-enroll but has not done so and finds the grade level full, that student will be placed in a waiting pool.

Students placed in the waiting pool may have the opportunity to enroll if space becomes available. There are times when students decide to not return the following school year for a variety of reasons (i.e. financial, job change, etc.). Whenever an opening occurs, the academy considers many aspects before extending an offer to a student. Some of the factors include, but are not limited to, the student's application packet (documents), interviews, the academy's experience with the student and parents during the application process, the current class size, the student's academic ability in relation to other students in the class, the student's age in respect to their birthday and other students age in the class, other family members already re-enrolled, and other factors deemed relevant by the academy.

OTHER IMPORTANT INFORMATION

The academy does not honor or consider a First Come, First Serve policy. Reasons for an offer being extended to one student over another is not shared or explained to any parent. The decision to offer a student enrollment is at the discretion of the academy.

Some families may decide to enroll their student in another school as a measure of security should a seat not open for enrollment. The financial obligations at the other school should be met according to the school's policy. If space is not made available before the start of school, the enrollment fee will NOT be refunded.

If an offer to attend the academy is extended to the student, the parents will be contacted by phone or email. The time to complete the enrollment process will be communicated to the family. In some cases, the time will be limited depending on the start of school. Other eligible students in the waiting pool will be given consideration if the offer is declined. A timely response will be expected or the offer will be withdrawn and extended to another student.