



Faith

Christian Academy

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www.faithchristianacademy.net

Admission Procedure Home School/Part-Time Students

Parents interested in enrolling their children part-time in Faith Christian Academy should follow the procedures listed below.

1. Visit the school website: www.faithchristianacademy.net and view the “School Video” on our website.
2. Request the application forms or download them from the website.
3. Complete the forms and mail them to the school with the application fee. (This fee is refunded only if the school denies admission.)
4. No student will be admitted without a copy of the original state-issued birth certificate and a complete immunization record (see application packet for required immunizations).
5. After the application is received the elementary or secondary principal will call to and set up an appointment for an interview and tour of the school. The parent(s) and the student must be present. There may be a second or final interview at a later date if necessary.
6. If the student is accepted, immediate payment of all months from July up to and including the month of application will be expected before admission is finalized. Payment plans vary depending on how many classes are taken. Monthly payments (for more than one high school credit) can only be made by automatic bank withdrawal through FACTS Tuition Management System.
7. Any student seeking admission to a core academic class in the high school grades without proper documentation of previous work (when applicable) will be tested. The testing fee is non-refundable.
8. A letter of acceptance or denial of admission will be sent after all records and financial payments are received and the application is reviewed.