



2017-2018 Registration and Enrollment Check List

Please note that Victory's enrollment timeline has been modified for the 2017-2018 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 17th

- Financial Aid Application deadline. Financial aid award letters will be mailed May 1st.

February 28th

- Enrollment/Re-enrollment Paperwork complete and turned in to the VCA office along with \$200 enrollment/re-enrollment fee.

May 16th

- Non-refundable registration fee is due. 1st Child \$400, 2nd Child \$400, 3rd Child \$350, \$1150 max. The \$200 Enrollment fee already paid in February will be deducted from your Registration Fee at that time.
- The 1st of 2 potential \$100 late fees applies for those having not paid the entire registration fee.

May 28th

- FACTS enrollment deadline for **12 month** tuition payment plan if you are enrolling for the 1st 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 30th

- 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 2nd of 2 \$100 late fees applies for those not having paid the entire registration fee **OR** arranging for tuition payment by enrolling in FACTS **OR** providing 100% tuition payment.
- 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 8th grade students. Tdap vaccine must be listed for 8th grade students.)
 - Request for Records from Previous School (new students only)

1st 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.