



# Families of Faith Christian Academy International

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## Family Enrollment Application 2024-2025 Academic School Year

***If possible, complete the application on a computer desktop so the information can be typed onto the form. If the form is completed by hand, it must be clearly legible to be properly processed by the office.***

### ***Parental Requirements***

*Enrollment in Families of Faith Christian Academy International (FOFCAI) is a partnership between a family who has the Biblically mandated, and therefore primary responsibility for the education of their children, and who are choosing to enroll in an accredited Christian Private School that follows applicable Florida statutes, and the high standards of national accreditation.*

*The responsibilities and requirements of both the school administration, staff, and teachers, as well as parents and students are detailed in the Parent/Student Handbook, which is posted on the school's website. By enrolling in FOFCAI, all parties agree to abide by those guidelines.*

### **Primary Family Contact Information:**

The parent/guardian information provided below must pertain to the persons(s) ***assuming responsibility for the education of the student*** that will be enrolled in Families of Faith Christian Academy International. If a person is not the biological parent of the child, the relationship to the child must be indicated.

Parent Name:	_____	_____	_____	_____
	First	Middle	Last	Relationship (Father/Mother, etc.)
Parent Name:	_____	_____	_____	_____
	First	Middle	Last	Relationship (Father/Mother, etc.)
Address:	_____	_____	_____	_____
	Street	City	State	Zip
Mother's Phone:	_____	_____	Home	Cell
Father's Phone:	_____	_____	Home	Cell
Email:	_____			
Alternate Email:	_____			
Emergency Contact:	_____	_____	_____	_____
	Name	Relationship	Phone	

**Non-Custodial Parent Information:** Only complete this section if one of the parents listed on the student's birth certificate is different than what is listed above. FOFCAI does not contact non-custodial parents, but must provide progress reports if requested, unless the office is provided with legal documentation indicating otherwise.

Parent Name:	_____	_____	_____	_____
	First	Middle	Last	Suffix
Phone:	_____	Email:	_____	

### **Student Cum File Requirements:**

Private schools are required to maintain a compliant student Cum File for all students. If the student is a Florida resident, the following items must be provided:

- 1) **Birth Certificate:** Original or legible copy or other qualified proof of identity.
- 2) **Immunization Record:**
  - Florida State Form DH680 is specifically required if the student is a Florida resident unless the student has Form DH681 Religious Waiver Exception.
  - K-6<sup>th</sup> grade must have a Code 1, or an expiration date that has not passed.
  - 7<sup>th</sup> Grade and after must have a Code 8, or an expiration date that has not passed.
- 3) **School Physical:**
  - The School Entrance Physical must be completed within one year of starting K-5, or upon his or her first entrance into a Florida public or private school.
  - A second School Physical is required at the beginning of Grade Six to include scoliosis screening, which is the same as the Postural Assessment.

### **Academic Assessment Requirements:**

For **New Students** other than kindergarten, documentation of previous school or academic progress.

- **Most recent report card** for students entering 1-9 grades.
- **Certified High School Transcript** for students entering grades 9-12 if they have attempted any credits.
  - Transfer students applying for enrollment in FOFCAI are required to provide evidence of supporting documentation to determine academic status. Families of Faith Christian Academy International may require incoming students to take a standardized achievement test if the administration determines a student's records lack appropriate academic documentation.
- **Test Score Reports**, if available.
- **Homeschooling Documentation:** If you have been homeschooling, provide documentation for the past two years. (Three if entering the 12th grade.)

### **Eligibility for Florida Scholarships (FES-EO, FES-UA, FTC, PEP)**

1) **Norm-Referenced Testing:** Except for FES-UA, students in Grades 3 through 10 must take one of the nationally norm-referenced tests identified by the Florida Department of Education. (FOFCAI's national accreditation requires an assessment every year, including 11<sup>th</sup> and 12<sup>th</sup> grades.) FES-UA students may be assessed by an alternate assessment method that is agreed upon by both the school and the parent.

2) **Meeting with the School's Principal:** As a component of the enrollment process, the Head of School (Jim Lawson or his designee) must meet with the parent to review school policies, including, but not limited to:

- Academic Programs
- Specialized Services for students with specific learning challenges
- School Policies, including, but not limited to:
  - Code of Conduct.
  - Attendance Requirements, including defining excused and unexcused absences.
  - How grades are calculated and minimum GPA requirements.
  - Promotion requirements for K-8<sup>th</sup> grades.
  - Graduation Requirements and Diploma Types Offered.

3) Full details of the Parent and Student Responsibilities for Scholarship Programs are defined in f.s. 1002.394 and f.s.1002.395. Those statutory requirements include, but are not limited to:

- *Require his or her student to remain in attendance throughout the school year . . . . .*
- *Meet with the private school's principal to review the school's academic programs and policies . . .*
- *Approve each payment of scholarship funds . . . . .*
- *Agree to have the organization commit scholarship funds for tuition and fees . . . before using account funds for additional authorized uses . . .*

**Permanent Student Information:**

Complete this section for the student in the highest grade.

Student Name:	_____	_____	_____	_____
	First	Middle	Last	Suffix
Date of Birth:	_____	Place of Birth:	_____	_____
			City or County	State
Race:	_____	Male/Female:	_____	SS#: _____
	Optional:	As listed on the original birth certificate		Optional: Requested only for High School Transcripts
Grade Entering 2024-2025:	_____	Date Enrolled:	_____	
Last School Attended Prior to FOFCAI:	_____			
Address of Previous School:	_____			

**Permanent Student Information:**

Complete this section for the student in the second highest grade level in the same family or household.

Student Name:	_____	_____	_____	_____
	First	Middle	Last	Suffix
Date of Birth:	_____	Place of Birth:	_____	_____
			City or County	State
Race:	_____	Male/Female:	_____	SS#: _____
	Optional:	As listed on the original birth certificate		Optional: Requested only for High School Transcripts
Grade Entering 2024-2025:	_____	Date Enrolled:	_____	
Last School Attended Prior to FOFCAI:	_____			
Address of Previous School:	_____			

**Permanent Student Information:**

Complete this section for the student in the next highest grade level, if any.

Student Name:	_____	_____	_____	_____
	First	Middle	Last	Suffix
Date of Birth:	_____	Place of Birth:	_____	_____
			City or County	State
Race:	_____	Male/Female:	_____	SS#: _____
	Optional:	As listed on the original birth certificate		Optional: Requested only for High School Transcripts
Grade Entering 2024-2025:	_____	Date Enrolled:	_____	
Last School Attended Prior to FOFCAI:	_____			
Address of Previous School:	_____			

### **Program Options:**

For complete details on each program type and option, visit the school website: [www.fofcai.com](http://www.fofcai.com)

#### **Home-Based Program \$725**

FOFCAI Provides: Administration, Guidance Services for Academic Planning and Curriculum, Official Records, including Progress Reports and/or Transcripts and Testing.

Parents Provide: Curriculum, Daily Instruction, Attendance and Grades

Family Registration Fee \$125 + Annual Tuition: \$600

*The Family Registration Fee is only invoiced with the first student in a family and is non-refundable.*

#### **Virtual Program \$1075**

Virtual Program: Adds Ignitia Curriculum, attendance, and base grading to the Home-Based Program.

Parents Continue to Provide: Additional Daily Instruction as needed.

Family Registration Fee \$125 + Annual Tuition \$600 + Ignitia Curriculum: \$350

*The Family Registration Fee is only invoiced with the first student in a family and is non-refundable.*

#### **Virtual Program Plus Guided Study \$2475**

Virtual Program Plus Guided Study: Adds Guided Study for Individualized Instruction to the Virtual Program with dedicated teachers based on the Learning Center Program.

Parents Provide: Additional homework and review as needed.

Family Registration Fee \$125 + Annual Tuition \$600 + Ignitia Curriculum \$350 + Guided Study: \$1400

*The Family Registration Fee is only invoiced with the first student in a family and is non-refundable.*

#### **Zoom Class \$350 per class.**

If the campus location planned for 24-25 is not available the Pre-Algebra, Algebra 1 and Algebra 2 classes will be offered via Zoom on Mondays and Tuesdays.

**STUDENT TUITION:**

List all the students to be enrolled for the 2024-2025 academic school year. A Student Academic Plan will be required for each student to determine that student’s placement. The Student Academic Plan is typically completed in consultation with the school’s Guidance Office/Choice Navigator. If a guidance session has not been completed at the time of enrollment, please contact the office to schedule the conference at least two weeks before classes begin.

- ◆List the student in the highest grade first.
- ◆Provide the student’s full name: First, Middle and Last
- ◆If the student’s grade is not clear, list a range, i.e., “high school,” “6-8,” etc.
- ◆**A Student Academic Plan for Each Individual Student is Required.** (Can be completed after enrollment)

<b>1st Student Name</b>	<b>Grade Level</b>
<b>Family Registration Fee:</b> <i>The Family Registration Fee is only invoiced with the first student in a family and is non-refundable.</i>	<b>\$125</b>
<b>Base Tuition</b>	<b>\$600</b>
Program Additions: _____ Ignitia Virtual Curriculum \$350 _____ Ignitia Virtual Plus: \$1,400 (Included in Full-Time Program)  _____ Zoom Class: _____ Pre-Algebra _____ Algebra 1 _____ Algebra 2 \$350 _____ Senior Fee if Student is scheduled to Graduate during the 23-24 School Term: \$100 <div style="text-align: right;"><b>Total All Additions</b></div>	
<b>Total Annual Tuition Student One:</b>	

<b>2nd Student Name</b>	<b>Grade Level</b>
<b>Base Tuition</b>	<b>\$600</b>
Program Additions: _____ Ignitia Virtual Curriculum: \$350 _____ Ignitia Virtual Plus: \$1,400 (Included in Full-Time Program)  _____ Zoom Class: _____ Pre-Algebra _____ Algebra 1 _____ Algebra 2 \$350 _____ Senior Fee if Student is scheduled to Graduate during the 23-24 School Term: \$100 <div style="text-align: right;"><b>Total All Additions</b></div>	
<b>Total Annual Tuition Student Two:</b>	

<b>3rd Student Name</b>	<b>Grade Level</b>
<b>Base Tuition</b>	<b>\$600</b>
Program Additions: _____ Ignitia Virtual Curriculum: \$350 _____ Ignitia Virtual Plus: \$1,400 (Included in Full-Time Program)  _____ Zoom Class: _____ Pre-Algebra _____ Algebra 1 _____ Algebra 2 \$350 _____ Senior Fee if Student is scheduled to Graduate during the 23-24 School Term: \$100 <div style="text-align: right;"><b>Total All Additions</b></div>	
<b>Total Annual Tuition Student Three:</b>	

**If enrolling more than three students, include the Additional Students Information and Tuition Form.**

## Tuition Worksheet

The Family Registration Fee, Ignitia Curriculum Fee and Blended Class Deposits are due at enrollment. The annual tuition for all programs may be invoiced monthly.

**Option One:** \_\_\_\_\_ Full Payment is enclosed: \$ \_\_\_\_\_

**Option Two:** \_\_\_\_\_ Registration Fee submitted with application; balance paid by monthly debits.

**Option Three:** \_\_\_\_\_ Registration Fee submitted with application; balance paid by monthly PayPal Invoice.

Amount included with application: \$ \_\_\_\_\_

Tuition Balance \$ \_\_\_\_\_ ÷ \_\_\_\_\_ Months = \$ \_\_\_\_\_ Per Month by Digital Invoice

### Dates/Amounts for Automatic Debits or PayPal Invoicing (Option Two)

For Option Two provide the debit information and sign in the next box.

#### Choose a day of the month for tuition fees to be processed:

Please debit or invoice my account on the \_\_\_\_\_ 1st \_\_\_\_\_ 10th \_\_\_\_\_ 20th of each month  
(Check one)

**(Tuition fees are non-refundable 10 days from the date of enrollment, and full tuition will still be due, even if you withdraw your student any time after the ten days.)**

**Choose the amount and months for tuition fees to be processed:** (Payments must begin within 45 days of enrollment or by September 1, 2024, whichever is later. **Due to processing costs and time, payments cannot be less than \$50 each month.**)

_____ July 2024 \$ _____	_____ Oct 2024 \$ _____	_____ Jan 2025 \$ _____	_____ April 2025 \$ _____
_____ Aug 2024 \$ _____	_____ Nov 2024 \$ _____	_____ Feb 2025 \$ _____	_____ May 2025 \$ _____
_____ Sept 2024 \$ _____	_____ Dec 2024 \$ _____	_____ March 2025 \$ _____	_____ June 2025 \$ _____

### Families of Faith Credit Card Authorization Form

This form is used to authorize FOFCAI to make specific charges to your credit card account. **(Option Two)**

Fill in the box for the payments you authorize and the option you choose.

PLEASE DO NOT send credit card information via e-mail.

Name as it appears on debit/credit card: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Type of Card: \_\_\_\_\_ Card # \_\_\_\_\_

Expiration date: \_\_\_\_\_ Security Code: \_\_\_\_\_ (three digits on the back of the card)

I \_\_\_\_\_ authorize FOFCAI to debit the Credit Card listed on  
(Signature of card holder) this Form for the monthly Debits indicated above.

### Families of Faith PayPal Invoice Request

This section is used to request that FOFCAI send a PayPal invoice. **(Option Three)**

Name of Payer: \_\_\_\_\_

Email of Payer: \_\_\_\_\_

***Acknowledgement and Release***

- ▶ I/We hereby certify that the answers and information on this application are true and correct.
- ▶ I/We understand that Families of Faith (FOFCAI) is a Christian organization as put forth in its doctrinal statement.
- ▶ I/We understand and agree that FOFCAI shall not be responsible for the education of my child(ren) and that I am ultimately responsible.
- ▶ I/We understand that FOFCAI must have all official school records and will function as the sole school of record if my child is enrolled in FOFCAI as a Full-Time Enrolled Student.
- ▶ I/We understand that I am responsible to maintain the quality and scholastic standards of my home-based school.
- ▶ I/We understand and agree that I must purchase our own curricula following the FOFCAI academic standards, and that all curricula, field trip, group class, and activity costs are our responsibility.
- ▶ I/We understand and agree that I will meet and maintain all the requirements of and abide by the policies and procedures of FOFCAI. (Complete listing of all policies and procedures are in the Parent/Student Handbook online.)
- ▶ I/We understand and agree that negligence of these responsibilities may result in a penalty fee or dismissal from FOFCAI without refund, and that reinstatement is dependent upon reaffirmation to these standards, a favorable decision by the Board of Directors, and repayment of applicable fees.
- ▶ I/We release and hold harmless FOFCAI from all claims for loss, damage, and/or injury of any nature to any person or property resulting from FOFCAI's programs or activities.
- ▶ I/We further acknowledge that NO REFUND of tuition is given after the student has been enrolled for 10 business days, and FULL TUITION will still be due, even if you do withdraw your student before the end of the school term.

**By signing this application, I acknowledge, affirm, agree, and/or consent to ALL STATEMENTS listed on the application, and the Parent/Student Handbook. (One Parent or Guardian signature required)**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mail Completed Application to:**  
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