

INSTRUCTIONS

Enrollment Process:

- Pages 1 and 2 contain very pertinent school information that is important for you to review. These are your copies and they include the requirements parents and member students are responsible to abide by while enrolled.
- The enrollment forms included are listed below:
 - Enrollment Application Form
New Enrollment
Renewal
 - Curriculum List
 - Transfer Request Form
- The reports that are due at the end of each quarter are listed below:
 - K-8th Grades
 - 1st Quarter
 - 2nd Quarter
 - 3rd Quarter
 - 4th Quarter
 - 9th-12th Grades
 - 1st Quarter
 - 2nd Quarter
 - 3rd Quarter
 - 4th Quarter

Enrollment Instructions:

New members: please fill out and complete the Enrollment Application Form and Transfer Request Form. Then sign and submit, these forms to Victory Academy. Please include all the appropriate fees at this time. Second, fill in the curriculum list. This is a list of subject books your student will be using. If you have this information while enrolling, include it with the enrollment forms; otherwise, this form is required to be submitted within 30 days of enrollment.

In some cases, high school students who transfer to Victory Academy may have to wait until our office receives a transcript of credits from the previous school in order to complete the curriculum list.

In some instances, the previous school will require a withdrawal form, usually for those students in high school grades. You can check with the previous school's guidance office for this information.

FEES

Enrollment Fees:

Fees are due at time of enrollment and include both the enrollment fees and achievement testing fees (for those students enrolling in a required testing year).

Please note: Once forms have been processed, there will be no refunds given on enrollment or testing fees.

- Enrollment:

First Child.....\$50.00
Second Child.....\$40.00
Third Child or More.....\$30.00 each.

- Survey:

Achievement survey is required in grades 2, 5, 7, 9, 10, 11, and 12 (Parents may choose to survey in any other grade level except Kindergarten).

Standard Group Survey
1st-12th Grades.....\$55.00 each
Held at Faith Covenant Church Facilities

NOTE: Even though it is not required, we strongly suggest that you survey your 10th, 11th and 12th graders

Curriculum:

Parents are not required to purchase curriculum from Victory Academy at the time of enrollment or any other time. All curriculum may be conveniently purchased at CrossRoads Christian Bookstore at 800 South Main in Springfield or the supplier of your choice. Please refer to our approved curriculum list when making your choices.

Other Fees:

Some requests have applicable fees. You can use the request form to see about additional items.

Please note that these are submitted to the records office which requires a time allowance to satisfy each of these. For this reason, walk-in requests (or while-you-wait services) are NOT available.