

LIFE CHRISTIAN ACADEMY



STEPS OF ENROLLMENT

1. Call and schedule an interview and tour with our Admissions Office (804-520-5297)
2. Pick up an information package that will include current rates and fees, a list of needed documents, yearly calendar, enrollment forms, curriculum overview, etc.
3. Middle School & High School applicants: Schedule an enrollment appointment with the School Administrator, Pastor Mike Cherry.
4. Complete and return the following to the Director of Admissions:
 - a. Enrollment Form
 - b. Conditions of Enrollment
 - c. Student Information Record
 - d. Field Trip Permission Form
 - e. Authorization to request student records
 - f. \$275.00 Fees (Non-refundable \$75.00 Application Fee & \$200.00 Enrollment Fee)
5. Read Student Handbook, outlining all school rules and regulations. (This document can be found on our website www.lifechristian-academy.com, under "Forms and Publications.")
6. Upon acceptance, you will need to provide the following:
 - a. A current comprehensive Commonwealth of Virginia School Entrance Physical with Certificate of Immunization.
 - b. An official state birth certificate
 - c. Custody papers (if applicable).
 - d. A sports physical (if applicable).
7. Signed copy of School Contract (which will be drafted and emailed or mailed to the parents for review) must be returned to the Admissions Office prior to student beginning classes.
8. Start-up fees (Supply Fees, Curriculum Fees, 1st month's Tuition, etc.) as outlined in the school contract, must be paid prior to first day of classes.