

Bethesda Academy

New Student Enrollment Checklist

Dear New Blazer Parent,

Thank you for allowing the faculty and staff of Bethesda Academy the privilege of partnering with you in the education of your son. It is our mission to provide your student with a solid education guided by the mission of our founder, Reverend George Whitfield, "A Love of God, A Love of Learning and a Strong Work Ethic."

To secure your enrollment status, the following documents (which can be downloaded by logging into your online admissions application) must be completed in their entirety, accompanied by a \$175 reservation fee and returned to the admissions office by May 1, 2017.

- ☐ **Signed Financial Aid Award Letter**
 - ☐ **New Student Reservation Fee (\$175)**
 - ☐ **Establish FACTS Payment Plan** (See reverse for directions)
 - ☐ **Bethesda Academy Enrollment Packet**
 - Enrollment Contract
 - New Student Contract- Honor Codes
 - General Consent Authorization (pg.6)
 - Afterschool Care
 - Birth Certificate (copy)
 - Immunization Record (must include the T dap, MCV4)
 - Social Security Card (copy)
 - ☐ **2017 -2018 Athletic Physical Packet**
 - Proof of Medical Insurance (copy)
- *All forms must be complete, accompanied by proof of health insurance and a physician signature where indicated.*

Student enrollment is not complete until each requirement has been satisfied. Partial enrollment packets **will not** be accepted. ALL forms **must** be complete and accompanied by the requested documentation. Please review and check that you have provided all the above noted information.

Director of Admissions

Date

Parent Signature

Date

Establishing Your FACTS Tuition Payment Plan-

Please establish a **Tuition Payment** account with FACTS Tuition Plans by utilizing the link <https://online.factsmgt.com/signin/4DYLZ> and signing in with your existing username and password. Once you have completed this action, your account will be finalized. Please note that FACTS will charge a one-time maintenance fee of \$50 for this service. The fee will be withdrawn from your banking account/credit card within 5-10 business days of the account being finalized. If for any reason you need additional assistance with logging into FACTS, please do not hesitate to contact FACTS technical support at 1-866-441-4637.

Office Use Only:

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- ☐ **FACTS Payment Plan**
- ☐ **Bethesda Academy Enrollment Packet**
 - Enrollment Contract
 - Student Contract
 - General Consent Authorization
 - Afterschool Care
 - Birth Certificate
 - Immunization Record (must include the T dap, MCV4)
 - Social Security Card
- ☐ **2017 -2018 Athletic Physical Packet**
 - Medical Insurance Card

Date

Notes:
