



## ADMISSION PROCESS

### **STEP ONE**

#### **Apply Online:**

1. Go to [www.highlandviewacademy.com](http://www.highlandviewacademy.com)
2. Click on Admissions / click Apply Now!
  - Create an account (save your user name and password for future use)
  - Verify your email
  - Log on to your account and follow the steps for a new student's application and click submit.
3. Needed for the Admission
  - **Previous School Record – Transcript**
  - **Recommendations Form:**
    - Teacher Reference Form
    - Pastor Reference Form
    - Non-Related Reference Form
  - **Student Admissions Form:**
    - Medical Assessment Form (by Parents)
    - Medical Assessment Form (by Physician)
    - Medication Policy (either dorm or community form)
    - Physician Medication Order Form
    - Immunization Records
    - Student Work Application
    - Work Permit application
    - Birth Certificate
    - Social Security Card
    - Other government issued ID (Driver's license/permit, State ID, Passport)



## **STEP TWO**

### **Financial Arrangements**

1. Sign payment plan for the current school year
  - Call for a Financial Plan appointment with the Business Manager (Tel#: 301-739-8480)
  - Email the Business Manager for a tentative Financial Plan if unable to meet in person (ebanuag@highlandviewacademy.com)
  
2. FACTS Tuition management registration online
  - Go to <https://online.factsmgt.com/signin/3DB2P>
  - **Tuition Aid Assessment** (*skip if ineligible or not needing tuition aid*)
    - Create an account (save your user name and password for future use)
    - Complete tuition aid assessment
    - A copy of your most recent 1040 is required for this assessment
  - **Payment Plan Set-Up**
    - After signing payment plan for the current school year, sign-up for a FACTS payment account
    - Go to <https://online.factsmgt.com/signin/3DB2P>
    - Create a username & password (use the same username and password previously created from above tuition aid assessment step).
    - Complete profile and select payment schedule options.
    - Submit your FACTS profile/account.

## **STEP THREE**

### **Interview and Acceptance**

1. Parents will receive an email or call for appointment for student interview.
2. Parents and student will receive an official Acceptance or Denial Letter from HVA.