

# Parma Heights Christian Academy

## Enrollment Procedures



### Open Enrollment Begins February 3rd

1. **Submit Application at [www.phcawarriors.com](http://www.phcawarriors.com)**

**Enrollment/New Families/Follow the link for creating an account & complete an online application**

- Create login and complete application online
- Birth Certificate (age 5 by August 1<sup>st</sup>) (JPG or PDF)
- Color Photo
- IEP/ISP/ETR/Special Education Documentation
- Pastoral Reference (*New Families Only*)
- Payment of \$30.00 Application Fee (non-refundable)  
**For 1<sup>st</sup> – 8<sup>th</sup> grade Applicants, you will also need**
- Copy of most recent report card and standardized test scores
- Principal/Teacher Academic Recommendation

2. **Meet with the School Administrator – by appointment**

3. **Complete Entrance Screening/Testing**

For kindergarteners, this is held the first Monday of March. For 1<sup>st</sup> – 8<sup>th</sup> grade this is scheduled on an individual basis. Sign-up begins once all of the above items are completed.

4. **Once reviewed by PHCA, you will receive an email to complete Online Enrollment**

- Complete Online Enrollment
- Immunization Records (updated again in the Fall if needed)
- FACTS Payment Plan selection
- Payment of \$150 Enrollment Fee per student (\$300 maximum per family) (non-refundable)

*Official acceptance into the Academy is based on several factors including performance on the screening, parent interview, class size, sibling already enrolled at PHCA, attendance at Sonshine Preschool and attendance/member of Cross of Hope Church.*

5. **Tuition - \$6,600**

- Occasional field trips, dress code and extra-curricular activities are not included in tuition.
- Ed Choice Scholarships may be available. More information is available at:  
<https://education.ohio.gov/Topics/Other-Resources/Scholarships/EdChoice-Scholarship>.

PHCA has partnered with FACTS to pay tuition. You may pay in full on August 1<sup>st</sup> or in 2 payments due Aug. 1<sup>st</sup> and Jan. 1<sup>st</sup> (\$25 fee) or in 10 monthly payments from Aug. through May (\$55 fee). All payments are made on the 1<sup>st</sup> of the month via ACH from your checking/savings account or a credit card. The fee will be charged to you by FACTS once PHCA has finalized tuition, with 4-6 days advance email notice.

updated 1/25