



Division of Accelerated Christian Education Ministries

Distance Learning Program Application

Please complete one application for each student applying for admission.

Student Information

Student's Name _____ Male Female Birth Date ____/____/____

Citizenship _____ Birthplace _____

Ethnic Background (optional): 1. Are you Hispanic or Latino? Yes No

2. Regardless of your answer to question 1, please mark one or more races that you consider yourself to be:

White Black Asian American Indian or Alaskan Native Native Hawaiian or other Pacific Islander Other

Previous School Attended _____ Public Private Homeschool*

School Name

Years Attended _____

Street Address

Highest Grade Completed _____

City

Was the A.C.E. curriculum

County

State

ZIP

used in this school? Yes No

If you are currently using the A.C.E. curriculum, please list the last PACE completed in each of the following subjects:

Math _____ English _____ Social Studies _____ Science _____ Word Building _____ Literature _____ Creative Writing _____

Have you taken the online diagnostic tests? _____

*Please include all homeschool records.

Account Information

Primary Account Name _____

Email

Mailing Address _____

Address

City

County

State/ Province

ZIP/ Postal Code

Country

Ship-to Address _____

(if different)

Address

City

State/ Province

ZIP/ Postal Code

Country

If you have ever had an account with A.C.E. or Lighthouse Christian Academy—Account # _____

Parent Information

Father's Name: _____

Biological Father? Yes No If "No," biological father's name: _____

Employment

Home Phone (International—Include Codes)

Cell Phones (Include Codes)

Highest Education Completed: High School/GED Associate's Degree Bachelor's Degree Other

Mother's Name: _____

Biological Mother? Yes No If "No," biological mother's name: _____

Employment

Home Phone (International—Include Codes)

Cell Phones (Include Codes)

Highest Education Completed: High School/GED Associate's Degree Bachelor's Degree Other

Marital Status of Child's Biological Parents: Married Not Married Widowed Divorced** Separated**

**If divorced, please include a photocopy of most recent Child Custody Order. If separated, both parent/guardian signatures are required.

Accreditation

Lighthouse Christian Academy (LCA) is a distance education program fully accredited by Accreditation International (Ai). LCA exclusively utilizes the Accelerated Christian Education curriculum to provide a proven quality education that is adaptable to individual needs. Qualified academic advisors assist enrolled families by evaluating diagnostic tests, prescribing curriculum, and answering procedural questions. When enrolling in LCA, you receive the full service of a school administrative office available from kindergarten through twelfth grade.

Services

- Experienced Christian Academic Advisors
- Diagnostic Testing Online or in Printed Form
- Enrollment Verification
- Projected Course of Study (High School)
- Accredited Transcripts
- Standardized Tests
- Semester Progress Reports
- Accredited High School Diploma
- Annual Graduation Ceremony
- Student Conventions
- Educators' Seminars

Fees

The cost of enrollment and tuition is based on the grade level of each student. The enrollment fee covers a year's worth of curriculum (PACEs, Score Keys, literature, and required resources for assigned curriculum) prescribed by an advisor for the current school year.

NOTE: The application processing fee is not refundable.

Full Payment Option:

<u>Grade Levels</u>	<u>K-8</u>	<u>9-11</u>	<u>12</u>
Application Processing Fee	\$ 50	\$100	\$100
Enrollment Fee and Tuition (curriculum, tax, and shipping within the United States included)	\$850	\$950	\$950
<u>Senior Fee</u>			<u>\$ 50</u>
Total Fees (Check One)	<input type="checkbox"/> \$900	<input type="checkbox"/> \$1,050	<input type="checkbox"/> \$1,100

Monthly Payment Option:

<u>Grade Levels</u>	<u>K-8</u>	<u>9-11</u>	<u>12</u>
Application Processing Fee	\$ 50	\$100	\$100
Enrollment Fee	\$400	\$350	\$350
<u>Senior Fee</u>			<u>\$ 50</u>
Total Initial Payment (Check One)	<input type="checkbox"/> \$450	<input type="checkbox"/> \$450	<input type="checkbox"/> \$500

Monthly Tuition Payments. First payment is due 30 days after initial payment. (Check One)

K-8 Six monthly payments of \$90 each.

9-12 Six monthly payments of \$115 each.

Other Fees and Discounts:

- Three-Month Extension (one-time only) \$ 75
- Returned Check Fee (one-time only) \$ 30
- Advanced Help Fee (hourly rate) \$ 35
- Duplicate Diploma \$ 20
- Additional Official Transcripts (over 5) \$ 10
- On-time Payment Discount (when made through the Parents' Link) \$ - 5
- Returning Student Discount \$ - 75
- Additional Student Discount \$ - 75
(for each additional enrolled child after the first enrolled child)

Payment Information

The following fees are due with the completed application.

- Application Processing Fee
- Senior Fee (if applicable)
- Enrollment Fee and Tuition or Enrollment Payment

Please indicate your method of payment.

Check Money Order VISA MasterCard AmExpress DISCOVER

If paying by credit card, please enter the name of the cardholder **exactly** as it appears on the credit card, and enter the billing address **exactly** as it appears on the billing statement.

I authorize LCA to charge my credit card for the following amount: \$_____

Credit Card Number _____ V-Code _____ Expiration Date _____ / _____
Month Year

Cardholder's Name _____
First MI Last

Billing Address _____
Address

City State/ Province ZIP/ Postal Code Home Phone Number

Cardholder Signature _____
Required

Application Process

In order for this application to be processed, Lighthouse Christian Academy (LCA) must receive the following information. **All incomplete applications will be returned.**

- Completed and Signed Application
- Application Processing Fee
- Enrollment Fee and Tuition or Enrollment Payment
- Copy of the Student's Birth Certificate
- Copy of Legal Custodial Documents (if applicable)
- Official Transcript* from Student's Most Recent School
- Letter of Recommendation from Student's Pastor**

**For your convenience, a form letter is enclosed that you may complete and forward to the school the student most recently attended, requesting that an official transcript be forwarded to Lighthouse Christian Academy. If the student is currently in a homeschool outside of LCA, please submit a copy of the student's record.*

***If the student is not currently active in a church, please include a letter stating the reason why you are seeking enrollment in Lighthouse Christian Academy.*

Nondiscriminatory Policy

Lighthouse Christian Academy does not discriminate against members, applicants, students, and others on the basis of race, color, gender, or national or ethnic origin.

Please visit lcaed.com to view LCA's graduation and course requirements. Seniors are encouraged to view this information prior to enrolling in LCA.

Enrollment Agreement

We understand and agree that we are responsible for the payment of all annual fees, including application processing, enrollment and tuition, and senior, if applicable, which may be incurred during the time this student is enrolled in Lighthouse Christian Academy (LCA). Annual enrollment and tuition fees are refundable within 30 days after the enrollment or reenrollment dates. A 20% restocking fee applies on all curriculum and materials. We have reviewed this application and, to the best of our knowledge, all information provided is complete and accurate.

We understand and agree that a school year is considered to be 12 months, beginning on the date enrollment is completed and ending either 12 months later or when the student has completed all curriculum assigned (maximum of 72 PACEs) for the school year, whichever comes first.

We understand and agree that if our student has not reenrolled once the original 12-month enrollment period has passed, the student's account will be charged a one-time \$75 Extension Fee. This will provide a 3-month extension to complete and turn in the material. If a student has not turned in the material by the end of this extension, the student's status will be changed to inactive, and an additional fee will be assessed for processing grades on an inactive account.

We understand and agree that switching and adding curriculum is not available after 30 days from enrollment/reenrollment date. There will be a \$25 fee plus materials cost for switching grade levels. Cancellations – If program is canceled within 30 days of assigned begin date and all books are returned in new unused condition, our money will be refunded less a 20% restocking fee. Books returned without approval will not be issued credit nor returned to the sender. In addition, we understand and agree that requests for refunds are to be made in writing and may be mailed, faxed, or emailed to LCA.

We understand and agree that student work should be kept current to ensure academic progress. During the year if student work is not received within three weeks after the end of the first 6 months of enrollment/reenrollment, a \$50 charge must be paid before the work will be evaluated.

We understand and agree that if our student has not turned in the material by the end of this extension, the student's status will be changed to inactive, and an additional fee will be assessed for processing grades on an inactive account.

We further understand and agree that this student is to be supervised during study time by a parent or responsible adult who will not allow cheating or copying of answers from the Score Keys and Test Keys by keeping them in a secure location.

We understand and agree that the application fee is nonrefundable.

We understand and agree that all fees and charges must be paid in full prior to any tests being validated, official documents processed, grades recorded, and diplomas being provided. We understand that enrollment in LCA is a privilege, and LCA reserves the right to suspend or expel any student in accordance with its official policies as determined by LCA. Notwithstanding anything to the contrary contained herein, this agreement does not bind any party to any specific period of enrollment.

We understand and agree that no rights or presumptions of continued enrollment are conferred or implied by this agreement.

We further understand and agree that no right to notice of renewal or nonrenewal of this agreement is conferred or implied. We understand the acceptance of the application shall be conditioned upon completion of all requirements to the satisfaction of the administration.

Signature of Student _____ Date ____/____/____
Required

Signature of Father/Guardian _____ Date ____/____/____
Required

Signature of Mother/Guardian _____ Date ____/____/____
Required

Name of Parent, Guardian, or Supervisor responsible to administer this homeschool program _____

If desired, please list names of any other relatives or nonfamily members and their relationship to the student, with whom the student's academic advisor may discuss the student's academic information (tutors, grandparents, noncustodial parent, etc.).

Name _____ *Relationship*

Name _____ *Relationship*

Send the completed application, application processing fee, annual enrollment fee and tuition or enrollment payment and all required enrollment documents to:

Lighthouse Christian Academy

ATTN: Enrollment Office • P.O. Box 508 • Hendersonville, TN 37077-0508
866-746-6534 (toll-free) • Fax: 615-612-6126 • Email: lcaed@aceministries.com • Website: www.lcaed.com

