VALLEYDALE CHRISTIAN ACADEMY
1572 Montgomery Highway, Suite 100/110, Hoover, Alabama 35216
(205)987-6286 www.valleydale.net valleydale2024academy@yahoo.com

# ENROLLMENT APPLICATON

**(Please write very clearly and in *BLACK INK* as we fax this form.)** Date: _____

STUDENT'S FULL NAME: _____

DATE OF BIRTH: _____ AGE: _____GRADE: _____ M/F _____

ADDRESS:_____

City: _____ State: _____ Zip: _____

Your county of residence or current school district: _____

Legal Father's Name: _____ Signature:_____
(or Guardian)
Legal Mother's Name: _____ Signature:_____
(or Guardian)

HOME PHONE: _____ WORK: _____ CELL: _____

EMAIL(S) **(*REQUIRED*):** _____

(Our **MAIN** form of communication is via email so you **MUST** read your email on a computer/laptop at least 1-2 times per week not just a cell phone which may cutoff the msg.

**SCHOOL HOLDING STUDENT'S CURRENT FILES:**

NAME: _____

ADDRESS:_____

PHONE: _____ FAX: _____

***IMPORTANT*: Please send Enrollment Application, Registration Fee & 1st Month's tuition via U.S. mail or bring to our office because we need the original forms. *WE CANNOT ACCEPT PHOTOS OR SCREENSHOTS* but we do accept PDF files. For these initial fees, we ONLY take cash, money order, debit/credit card or PayPal (to valleydaleacadem@yahoo.com). Student is NOT enrolled until application and all initial fees are paid in full.**

(Updated 10/26/2026)

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## VCA FINANCIAL POLICIES, PROCEDURES AND FEES

Valleydale Christian Academy is a non-profit organization, and we require certain fees in order to administer the school. **All tuition/fees are due in FULL between first and fifth of each month to avoid late fees.**

**Payment Method Options:** Cash, Money Order, PayPal, your Online Banking, or personal check. We can take debit/credit cards for VCA tuition or fees (+ 3.5% fee by card processing company) but **NOT** for Teacher Fees.

**IMPORTANT**: If you stop communicating with VCA and make no payment for 60 days, it may result in school suspension and notification of failure to comply which may be reported to your Board of Education for truancy, and possibly, if applicable, to the Alabama Driver's License Department resulting with suspension of driving privileges for older students. **If there is a past due balance, ANY payment will be applied to the OLDEST tuition/fee amount past due FIRST.**

***IMPORTANT:*** **ALL TUITION/FEES BEGIN THE MONTH YOU JOIN AND CONTINUE THROUGHOUT OUR SCHOOL YEAR WHICH IS AUGUST THROUGH MAY AS DO ALL SCHOOLS IN ALABAMA**. ***ALL ALABAMA*** students must be enrolled in a school August through May in order not to be truant and they must remain consistently enrolled. *If you do need to continue through the summer, the basic tuition fee will be due for the summer months.*

**NEW REGISTRATION FEE PER CHILD NON-REFUNDABLE**. (not to exceed $250/family for K-12th): **$125.00/1st student** plus the tuition for the month in which you join. If you are also registering for **On-Campus classes**, there is an additional **$50.00** one-time fee for each student. If your student is a 12th grader, there are additional **Senior Fees** of **$150 or $80** due before December for Graduation Ceremony expenses, diploma, etc.

**ANNUAL RE-REGISTRATION** (not to exceed $100 per family K-11th) DUE EACH **JUNE**: K-12th **$30** per each child for **ALL VCA CURRENTLY ENROLLED STUDENTS** who will continue into the new school year. **RE-REGISTRATION FOR ON-CAMPUS CLASSES** DUE EACH **JUNE**: **$75** per student.

**MONTHLY TUITION TO HOMESCHOOL ONLY**: Grade K-8 **$30** per month, Grade 9-12th **$45** per month. If there are two high schoolers in the family, the cost increases to **$55** per month. We may apply discounts on tuition for families with multiple siblings. Monthly Tuition is ***PER FAMILY*** not per student.

***PARTICIPATION IN ANY ON-CAMPUS CLASSES REQUIRES ADDITIONAL SCHOOL TUITION PER MONTH & MONTHLY TEACHER FEES.*** The monthly On-Campus tuition is $80/month & an additional $70 per month if a sibling attends classes**.** Also, this monthly tuition covers any siblings homeschooling at home. Teacher Fee ($50-$60)/per class includes textbook rental, novel, workbooks, curriculum, copies, teaching, testing, etc.

**LATE FEES:** **ALL** Tuition and Teacher Fees are due on the **first of each month** and **late after the 5th**.
The Late Fees and consequences are as follows:

- If payment is made after the **5th of the month**, there is a **$5 late fee for EACH payment**.
- If payment is made after the **10th of the month**, there is a **$10 late fee for EACH payment**.
- If payment is not received by the **15th of the month**, **the student MAY NOT be allowed to attend classes until ALL FEES ARE PAID.**

**I have read, understand and agree to the above Financial Policies and Procedures:**

**Signature of Parent/Guardian: _____ Date: _____**

**Witness: _____**

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**VALLEYDALE CHRISTIAN ACADEMY QUESTIONNAIRE**
**Fill out and return with application**

What church do you attend? _____

Are you a Christian? _____

Do you work outside the home? _____ If yes, please list the name, address and phone number of the person or tutor who will be supervising your under age 16 child: _____

_____

**If you are divorced/separated**, we will need a copy of the custody papers/pages of your child awarding you educational decisions and a signature of the other biological parent on the application (or a letter or email from them) proving that he/she is aware you are educating your child at home.

**Please give a simple explanation as to why you have decided to homeschool your child** and also be slightly more specific for "health/medical" reasons. _____

_____

_____

_____

_____

_____

If you want your child to attend our On-Campus classes, please list any trouble or disciplinary action your child may have encountered at his/her previous school. _____

_____

_____

_____

_____

_____

Have you been contacted by truancy? _____

Has DHR been involved with your family? _____

Parent/Legal Guardian(s) Signature: _____

_____

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# REQUEST FOR STUDENT SCHOOL RECORDS

**NAME OF SCHOOL:** _____

Please include records of grade report card/transcripts, blue forms, test results, and disciplinary reports to Valleydale Academy by U.S. mail, or by email using a PDF format to **valleydale2024academy@yahoo.com** for the following student(s):

**(NO FAXES PLEASE)**

**STUDENT NAME:**

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

**NOTES OR COMMENTS:**

_____

**Parent/Guardian Signature:** _____

Best regards,

*Vicki S. Boyce*

Director

Date Enrolled: _____

Date faxed/emailed to school: _____ By: _____

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# VCA Compliance Policy

When a student enrolls with VCA, we must notify the Board of Education for the city/county where the family residence is located and zoned. After we notify them, we are responsible for ensuring the student is continuously enrolled in school. The way we do this is by communicating with the family via email, ensuring school grades are submitted to us twice a year, and receipt of payments.

When you enroll with us, we require you to provide an Email Address that you are MUST monitor, at least, 1-2 times per week. Also, we encourage families to setup a separate email just for school communication. (i.e. – sallyschool@yahoo.com, johnnyvca@gmail.com, etc.) A separate email allows for quicker access to important school information so it does not get lost in a flood of other emails. People often do not know that we can help you find the "email address" for you cell phone which allows emails to be read on your phone like a regular text. We can show you how this is done when you enroll if you like. Since we do communicate primarily by email, it is ***extremely important*** for you to receive and read our emails in a timely manner.

Communication between you and VCA is very important. If you are having financial difficulties, medical illness, etc. that may affect your homeschooling or payments, please contact us so we are aware of the situation. If we do not receive any communication from you for an extended period of time (or no payments), we might assume that you are no longer homeschooling and turn your student in as un-enrolled or non-compliant. When a family is determined to be non-compliant, we are required to notify the Board of Education and, for older students, the Department of Motor Vehicles. If we notify the DMV, the student's permit/drivers license may be revoked. We do not want this to happen so communication with us is of the utmost importance to keep us informed.

VCA, as a school, has laws and regulations that we must abide by legally regarding student attendance, truancy, etc. We try to be understanding and work with our families but we must be aware of any potential problems or issues.

Please let us know if you have any questions now or in the future.

I have read the above policy and understand.

_____ _____

Parent's Signature: Date:

_____

Witness' Signature:

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# ○ CHURCH SCHOOL ENROLLMENT FORM

# ○ CHURCH SCHOOL UN-ENROLLMENT FORM

(This form is **REQUIRED** as it is faxed to the Board of Education)

**TO BE COMPLETED BY PARENT OR GUARDIAN:**

STUDENT'S NAME: _____

PARENT/GUARDIAN(S) NAME: _____

YOUR COUNTY OF RESIDENCE: _____

PHYSICAL ADDRESS: _____

_____

STUDENT'S DATE OF BIRTH: _____ GRADE LEVEL: _____

THE ADMINISTRATOR OF THIS SCHOOL WILL NOTIFY THE BOARD OF EDUCATION SHOULD THE ABOVE NAMED STUDENT CEASE ATTENDANCE AT THIS SCHOOL WITH OR WITHOUT PARENTAL SIGNATURE.

**SIGNATURE OF PARENT OR GUARDIAN:** _____

**********

**TO COMPLETED BY CHURCH SCHOOL ADMINISTRATOR:**

DATE OF STUDENT ENROLLMENT: _____ FOR _____ YEAR

SIGNATURE OF ADMINISTRATOR: _____

Office Use Only: **CHURCH SCHOOL UN-ENROLLMENT FORM FOR NON-COMPLIANCE**

DATE OF STUDENT UN-ENROLLMENT: _____ FOR _____YEAR

SIGNATURE OF ADMINISTRATOR: _____

_____ No Communication _____ No Payments _____ No Replies to Email/Letter(s)

NOTES: _____

_____