



ADMISSION PROCESS

STEP ONE

Apply Online:

1. Go to 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.