

General Admissions Policies

Florida Academy requires all students to be at least sixteen (16) years of age as of the first day of program/course start. All admissions requirements must be met to enroll in any Florida Academy program of study to include:

- Personal/Virtual interview with the admissions department,
- Ability to meet participation expectations of the enrolled program,
- Submit a completed Skills Assessment Worksheet,
- Submit a completed, signed Enrollment Agreement (if the enrolling student is under eighteen (18) years of age, the Enrollment Agreement must include the signature of the parent or legal guardian).
- Students enrolling in Cosmetology, Electrical Technology, HVAC/R Technology, Massage Therapy, Professional Esthetics or Restricted Barbering must submit proof of a high school diploma, or its equivalent, or GED with a passing score,
- Submit valid photo identification,
- Initial meeting with a Financial Aid representative and/or Bursar, as applicable,
- Submit transcript(s) for all applicable institutions if requesting a transfer of credit, evaluation. Those seeking to use Veteran Education Benefits must submit ALL previous transcripts.

Unless otherwise indicated or allowed, students must meet all admissions requirements within thirty (30) business days of the program's start date. This includes program specific requirements and VA Education Benefit requirements as listed below.

Note: For students enrolling in programs that require registration/licensure/certification in order to practice the profession, please be aware that criminal histories may prohibit students from acquiring professional credentials. Please see program descriptions for additional information regarding registration/licensure/certification requirements.

Admission Policies for Students using Veteran Affairs (VA) Education Benefits

In addition to the General Admissions Policies, the following policies are required for compliance with the VA State Approving Agency of Florida.

- **The VA requires all previous transcripts be submitted for review of transferrable credit.** A written record that clearly indicates that appropriate previous education and training has been evaluated and granted, with training time shortened and tuition reduced proportionately, will be maintained. This includes Joint Service Transcripts for students that served in the military. All transcripts must be received within the first two weeks of the student's program start date.
- A copy of the servicemember's DD-214 and/or Certificate of Eligibility
- A signed Shopping Sheet
- Submission of form 22-1990, 22-5490, or 22-5495 to the VA. The correct form is dictated by benefit chapter being utilized and dependency status.
- In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding; or
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of program/course start;
- Provide a written request to be certified; and/or
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Reentry Admissions

- The student must submit a written request outlining a plan for successful completion of their program.
- Any student seeking reentry must have approval of the Reentry Committee and/or designee.
- Students may not reenter more than twice for the purpose of completing a prior program enrollment.
- Students are required to wait a minimum of 30 calendar days from previous determination date of withdrawal before reentry.
- Reentry students must meet with Financial Aid and/or Bursar prior to reentry, as applicable.
- Prior to reentry, students must bring current any prior financial arrangements, make financial arrangements for any expected balance upon reentry, and complete outstanding requirements from any previous enrollment(s), as applicable.
- Students reentering on or within 180 calendar days of the last date of attendance will be charged a reentry fee, as well as the reinstatement of any charges that were reduced due to withdrawal.
- Students reentering after 180 calendar days of the last date of attendance will be charged tuition at the prevailing rate for tuition, supplies and fees with appropriate credit adjustments applied for any previous enrollment(s).
- Students reentering after 365 calendar days must repeat any courses in which all hours were not completed during previous enrollments.
- Students may be required to demonstrate mastery by achieving a satisfactory score on an assessment for courses previously completed. The assessment may be written and/or a skills proficiency demonstration.
- Reentry students must submit a completed, signed Enrollment Agreement or Enrollment Agreement Addendum and meet any additional admissions requirements.