

# Admissions Definitions and Procedures

## **DEFINITIONS: STUDENTS - This Needs To Be Reflected In All FIA Documents**

**Continuing Student:** A student who was enrolled and attended FIA the previous school year

**Returning Student:** A student who was enrolled at FIA previously but was not attending FIA at the end of the previous school year

**Applying Student:** A student who has not been enrolled FIA previously or has been gone from FIA for more than one school year

**New Student:** Following admittance to FIA, a student becomes a new student. Each new student is provisional in his or her first semester.

## **DEFINITIONS: FEES - This Needs To Be Reflected in all FIA documents [and website](#)**

### **All fees are non-refundable**

**Registration Fee:** Fee paid by **Returning and Continuing Students** each school year for families to ensure re-enrollment of their children at FIA. Applying Students do not pay this fee. *(Currently \$50 for first student in the family and \$40 for additional siblings.)*

**Application Fee:** Fee paid by **Applying Students** each school year to officially start the process of admittance to FIA. Typically the interview has already taken place.

The application fee is to be paid concurrently with the submission of the application form. The registrar will verify that this fee has been paid prior to processing this application. This must be paid in cash to the cashier in the business office who will then take the verification documentation to the registrar.

Currently the fee is \$70 for first student in the family and \$60 for additional siblings

**Assessment Fee:** If it is determined that an applying student will require testing (English or Ability placement), a \$25 testing fee must be paid. This fee applies to category II & III families only. Category I families are exempt from this fee. This fee must be paid prior to the administration of the test.

# Faith International Academy

## ADMISSIONS PROCESS FLOWCHART

### ADMITTANCE

*(Category 1 students are accepted on a quarterly admission basis. Category 2 & 3 are accepted only at semester.)*

- Interview or correspondence with Executive Team Designee: [headofschool@fia.edu.ph](mailto:headofschool@fia.edu.ph)
- Non-refundable application fee paid at the Business Office
- All documents are submitted to the Registrar: [academic.secretary@fia.edu.ph](mailto:academic.secretary@fia.edu.ph)

### Executive Team evaluates...

- Category Placement
- Fee Expectations
- Home Life Inquiry

Information is shared with Admissions Committee

### Admissions Committee evaluates the need for...

- English Proficiency Assessment
- Academic/Placement Assessment

Assessment waived due to sufficient information from record OR assessment is scheduled and non-refundable fee is paid at the Business Office.

Admissions Committee recommends based on information, records and assessments...

Executive Team decides on Student Admission...

### NOT ADMITTED:

Parents receive written confirmation of non-acceptance from Executive Team Member or Designee, including the earliest reapplication date.

### ENROLLMENT:

Parents receive written confirmation of acceptance from Executive Team Member or Designee stating the start date.

## **ADMISSIONS PROCEDURES (to post on website)**

Initial questions regarding admission will be directed to the Head of School (HoS) ([headofschool@fia.edu.ph](mailto:headofschool@fia.edu.ph)). The HoS will then forward the inquiry to admissions personnel. All documents should be submitted to the school registrar ([academic.secretary@fia.edu.ph](mailto:academic.secretary@fia.edu.ph)).

FIA accepts new student applications at the end of each semester for entrance the following semester. Category I students are accepted on a quarterly admissions basis. Category II & III are accepted only at the start of each semester. Exceptions may be made for qualifying category I families.

## **STEPS FOR THE APPLICATION OF A NEW STUDENT**

### **1. INITIAL STEPS OF ADMITTANCE**

- Begin with a contact with the Head of School (HoS) or Executive Team Designee (ETD).
  - If the family is in Davao, the first step is a visit from the family to the school, including an interview with the Principal or ETD.
  - If the family is outside of Davao, the first step is to send a letter of inquiry to the HoS.
- Submit the completed application to the registrar and pay the non-refundable application fee to the cashier at the Business Office. No further steps will be taken in the process until this step is completed. At a minimum the application will contain the following:

Application Form	Health Inventory Form	Photo Waiver
Language Survey Form	Signature Page	PE Waiver
Organizational Affiliation Forms	School Records / Report Cards	Proof of Guardianship (if required)
Student Information Sheet	Official Transcripts (required for HS credit)	Passport Bio Page
Medical Exam Form	Standardized Test Results (if available)	Student Code of Conduct/ Computer Use

### **2. ADMITTANCE REQUIREMENTS**

- New Kindergarten Students  
A child entering kindergarten should meet the following requirements:
  - Reach his or her fifth birthday on or before September 1 of the year enrollment is anticipated.
  - In special circumstances (i.e. language immersion), a younger child may be admitted as a Pre-K student with the understanding that regardless of performance the child will be in Kindergarten the following school year.
- New Elementary Students  
Grades 1 – 5, a child who did not attend Faith International Academy the previous school year should meet the following requirements:
  - A student entering grade 1 should have reached his/her sixth birthday on or before September 1 of the year enrollment is anticipated.
  - Arrange for past academic records to be received by the school registrar. FIA accepts hand carried records brought from home countries.
  - If past academic records are not available or are difficult to access, academic testing will be administered to ensure correct placement.
- New Secondary Students  
Grades 6 – 12, a child who did not attend Faith International Academy the previous school year should meet the following requirements:

- Arrange for past academic records to be received by the FIA Registrar. FIA accepts hand carried records brought from home countries.
- If past academic records are not available or are difficult to access academic testing will be administered to ensure correct placement. Past academic records are required for high school credit.
- High school transcripts will be reviewed by the HS academic counselor and key personnel to ensure course and grade placement. See the high school academic handbook for graduation requirements and additional details.

### **3. EVALUATION AND ASSESSMENTS**

- The Executive Team will complete an initial evaluation of the application
  - The Business Administrator or designee assigns the appropriate status of student category and resulting fee expectations.
  - The Principal or designee will verify and evaluate home life situation.
- The Admissions Committee will evaluate the need for additional assessments using previously gathered information and records. These assessments may include the following:
  - English Proficiency Assessment
    - Applicants in families who use English as their predominant language and show success through school records in an English language school normally do not need this assessment.
    - Applicants in families who do *not* use English as their predominant language may be required to pass an English proficiency assessment administered by FIA staff.
    - For the student who is denied admittance to FIA based on English proficiency, FIA may require that the applicant wait one calendar year prior to retesting.
    - The student, if admitted, may be placed in English language support either at FIA or a supplemental program.
  - Academic Ability Assessment
    - Applicants may be assessed for academic ability and grade placement.
    - Applicants with learning, physical, or emotional disabilities may be accepted providing they can profit from their classroom experience with the assistance of available support personnel. The admission status of students with disabilities may be reevaluated based on their ability to succeed in our instructional program with available staffing.
  - If testing is deemed necessary, one (\$25) non-refundable assessment fee is charged per student to Category II & III families.

### **4. ADMISSIONS DECISIONS**

- The Admissions Committee will review the completed application, ensure that any concerns from lead teachers, and high school academic counselor, if needed, are documented, and make a recommendation of acceptance or non-acceptance to the Executive Team. **(Admissions Committee recommends, then Leadership Team signature/comment) in-house note only (not to be published on the website)**
- The Executive Team makes the final decision on all admissions. Parents will receive written confirmation of the decision:
  - Denied Admittance: The letter will contain the earliest reapplication date.
  - Admitted: The letter will contain the start date.

FIA admits students of any race, color, national, and ethnic origins to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, financial aid programs, athletics, and other school-administered programs.

#### ACCEPTANCE OF APPLICANTS FROM FAMILIES IN MINISTRY (CATEGORY I)

FIA gives preferential acceptance to the children of families in Christian ministry. This is in keeping with our purpose statement.

#### ACCEPTANCE OF APPLICANTS FROM OTHER FAMILIES (CATEGORIES II AND III)

FIA allows a limited number of students from those families engaged in endeavors other than Christian ministry to be accepted. Parents of Category II and III students must support the values within the Faith International Academy Statements of Faith and of Unity.

All students, both full- and part-time, will be required to take Bible and attend all Chapels intended for their grade level regardless of their category.

#### CLASS SIZE GUIDELINES

If a class becomes too large to accommodate, it may be closed to new Category II and III students.

- For grades K-5, the Executive Team will consider capping the class sizes at twenty students if the applicants are from Category I or seventeen students if the applicants are from Category II or III.
- For grades 6-12, the Executive Team will consider capping the class sizes to twenty-five students if the applicants are from Category I or twenty students if the applicants are from Category II or III.
- FIA also reserves the right to combine classes when deemed necessary due to staffing.

#### LATE ENTRANCE

It is in the best interest of a student to be present starting with the first day of the school year and to complete the school year with his/her class. Students who miss more than 15 days in one semester may be denied credit or considered for retention.

#### HOME LIFE POLICY – taken from the Student-Parent Handbook (Temporary Absence of Parents)

FIA expects its students to live with their parents while enrolled at the school. FIA does not provide a boarding program. If a FIA student is in Davao without parents for 30 days or less, then a temporary guardianship form must be submitted to the school and approved by the administration. This form is available in the Academic Office. For guardianship longer than 30 days, a face-to-face meeting of the parents and administration is required. Requests for guardianship for students in grades 6-12 may be refused and permission for living with a guardian may be rescinded if the school determines that the living situation is not in the best interest of the student or the school. FIA defines a guardian as an adult over the age of 25 who lives in the home on a daily basis providing ongoing support and care for the physical, emotional, and academic needs of the student. The guardian is responsible to serve as the liaison between the school, the student, and the student's parents. The school must be aware of the living situation of its students; a student's enrollment can, and in most cases will, be revoked if the school finds that he/she is not living with parents without school administration approval.

# **ADMINISTRATIVE (IN-HOUSE) PROCEDURES (not to be posted on the website)**

## **1. EXECUTIVE TEAM**

- **Category Status**

- CATEGORY I (children of families in ministry)  
The student is the child of evangelical missionaries, full-time pastoral staff, full-time Bible/seminary students, or tentmakers.
- CATEGORY II (Guest Student)
  - The student is the child of full-time Christian workers or NGO Workers (evangelical mission statement), guests students, children of alumni, and former students. Guest students and children of alumni are students who have never been part of the FIA community and who do not meet the criteria for Category I students. Such students must be recommended and sponsored by a member of the FIA missionary community. These students will be approved by the Administration on a case-by-case basis. Mission-minded Christian students with strong academics will be the main members of this category. Guest students must enroll in full-time study for complete semesters up to a maximum of one year.
  - Former students are defined as students who have previously been enrolled as regular admission students but whose parents have since repatriated long-term to their home country. These students may return to FIA subject to approval by the Administration, compliance with the home life policy, and must enroll in full-time study for complete semesters up to a maximum of one year.
- CATEGORY III (Business and Diplomatic Student)  
The student is the child of diplomat/embassy workers, business workers, and secular NGO workers. These are children of non-missionary parents who are willing to sign an agreement to cooperate with the distinctives of our program on a space-available basis.

- **Fee Expectations**

- The fees will be as shown in the FIA Tuition and Capital Fee Payment Options document.
- Families may apply for the Family Financial Assistance Program. There are forms and documentation for the family to submit. Once submitted the Executive Team will make decisions based on the documentation and other circumstances in each case.

- **Home Life Inquiry**

- The goal is to ensure that the applicant would have a stable, supportive home life with appropriate, ongoing, consistent supervision and nurturing from family members or appropriate guardians. The Executive Team reserves the right to define what is appropriate given the age and maturity of the student. The parents and any host family would partner with FIA staff for benefit of the student.

*See home life policy above.*

- During the interview or subsequent meetings, information regarding the status of an established home in Davao must be gathered.
- An interview is held so that we can gauge the attitude of the student and the family.

- All of the above information is summarized and shared with the Admissions Committee, typically through the Admissions Chair.

## **2. ADMISSION COMMITTEE EVALUATES:**

- The Need for Assessments
  - Applicants in families who use English as their predominant language and show success through school records in an English Language school may not need be tested.

- English Proficiency
  - The Admissions Committee will evaluate any school records and/or standardized English Proficiency or Performance assessments.
  - If needed, the Admissions Committee will oversee the administering of an appropriate English Proficiency or Performance assessment proctored by FIA staff.
  - Evaluation should take into consideration appropriate developmental levels of students and their aptitude for academic success at FIA.
  
- Academic Placement Assessment
  - The Admissions Committee will evaluate any school records or standardized academic assessments.
  - If not from an accredited US school, then testing is almost always given.
  - If needed, the Admissions Committee will oversee the administration of appropriate academic performance assessments proctored by FIA staff. These assessments could be in either in mathematics or language arts.
    - Math
    - Reading comprehension
    - Writing sample
  - Evaluation should take into consideration appropriate developmental levels of students and their aptitude for academic success at FIA.
  - Results of testing will be added to the applicant file and given to the appropriate lead teacher for input.

### **3. ADMISSION COMMITTEE REPORTS:**

- The admissions file to the Executive Team.
  
- A recommendation regarding the student to the Executive Team. This could include conditions or suggestions to increase the possibility of success for the student at FIA, either now or in the future.
  
- Leadership Team input is required, as is High School Academic Counselor for students needing high school credit.

### **4. EXECUTIVE TEAM:**

- Decides on the final result on all admissions.
  
- Sufficiently ahead of time to ensure a smooth transition, ET designee will notify the following individuals / departments of the name, grade, category, anticipated start date in writing via e-mail:
  - Parents (in writing)
  - Registrar
  - Business Office
  - Leadership Team
  - Admissions Chair
  - Librarian
  - Nurse (Emergency care plan)
  - IT (Computer login & Sycamore / SPMS)
  - Executive Assistant
  
- Non-Acceptance:
  - Registrar
  - Business Office
  - Teachers





## **ADMISSIONS PHILOSOPHY**

As the gatekeeper of admissions, FIA Administration strives to align practices and procedures with the FIA foundational statements. As expressed previously, admissions decisions will be made considering FIA purpose (hence the preference for Category I students) and vision as the primary guidelines. Additional explanation follows on the next page.

### **FIA Purpose Statement**

Faith International Academy exists primarily to support families in Christian ministry by providing a quality, international, Christian education.

### **FIA Vision Statement**

Faith International Academy strives to be a caring, learning community which nurtures students to fulfill their God-given potential.

### **FIA Core Values**

#### *Excellence*

- Always seeking to be all God desires for you.
- Excellence is not based on comparison with others.
- Excellence in attitude and effort, not simply in results.

#### *Hope*

- Individually find purpose in Christ.
- Put trust fully in God, then reflect His light around us.

#### *Integrity*

- The quality of being honest and having strong moral principles and values.
- Acknowledging that adherence to this code is of greater value than great achievements or popularity.
- Understand that your character is what you really are, while your reputation is merely what others think you are.

#### *Leadership*

- Servant leadership, providing the needed tools for success.
- Know, care for, and listen to those you lead, clearly communicating in word and action.
- Having appreciation for others, as well as the mission & vision, while modeling all the core values personally.

#### *Teamwork*

- Thriving together to achieve our mission by utilizing and respecting each member and their God-given strengths.

#### *Truth*

- Communication based on truth, intended to build each other up.
- Avoiding gossip in general (about students, teachers, parents, etc).
- Communicate a biblical worldview and plan for living based on truth in God's Word, which is the foundation for everything.
- Don't make assumptions, but get reliable information on all sides of an issue before drawing conclusions.
- Stick to the facts, not opinions.

#### *Wisdom*

- The ability to apply past experiences, good judgment, and knowledge, which is revealed through God's Word and the study of the world around us, so that you can make the right choice in any situation.

# **INTERPRETATION OF FIA PURPOSE STATEMENT IN RELATION TO ADMISSIONS**

## **1. PRIMARILY TO SUPPORT FAMILIES IN CHRISTIAN MINISTRY**

FIA exists to support Christian ministry. The school gives deference in admission to those students whose families are involved in ministry. FIA resources will be used to ensure that the school serves as many of these students as possible, while ensuring quality.

Primarily, implies a secondary purpose. FIA is pleased to include other families in the community, providing that ministering in this way does not jeopardize the primary purpose. Reaching out to these families is, indeed, a ministry in its own right.

## **2. PROVIDING A QUALITY, INTERNATIONAL, CHRISTIAN EDUCATION**

- **Quality**

FIA strives to educate children to not only live but to thrive as Christians in today's complex world. Education involves all students being given the opportunity to appropriate skills and knowledge relevant to them, both now and for their future. Students learn a core curriculum while being challenged to use higher level thinking skills to make their learning relevant to meeting the challenges of life.

One aspect of quality is reasonably sized classes which enrich the education process. Thus, class size cap guidelines are in place.

- **International**

FIA community includes students and personnel from a variety of countries and cultures. As a result, both the curriculum and the extra-curricular activities attempt to reflect the diversity and international flavor of the school. Students and personnel are encouraged to respect and honor the cultural diversity of the school. While the main curriculum is American, the school also attempts to meet the needs of all our students, regardless of their nationalities.

Diversity in perspectives (nationalities and organizational affiliation) broadens the educational experience and creates positive, healthy dialogue.

- **Christian**

FIA subscribes to the evangelical statement of faith in the Articles of Incorporation and requires its personnel to espouse a biblical philosophy of education. The purpose of Christian education is to enable students to understand who they are and the purpose for which God has created them. A Christian education enables students to secure knowledge and skills to facilitate their fulfillment of God's purpose for them in life.

The Bible speaks to every area of learning, and it is absolute, objective truth. Viewing the world from the lens of God's revelation involves integrating scriptural truth throughout the curriculum.