

Admissions and Accounting Process

Admissions Process for New Families

Step 1: Admissions Welcome

A member of the UAF admissions committee will gladly sit down with you and your family to discuss the school program, curriculum and your child's placement at UAF. You will also receive a tour of UAF where you will be able to see our beautiful campus and observe a typical school day.

Step 2: Online Application

After your Admissions Welcome, you will be directed to our online application where you will submit all necessary information and documents for review. There is a \$30 non-refundable application fee per child. Please note that your child's application will not be processed until we have received all information, application fee and clearly scanned required documents which include birth certificate, Florida immunization record, Florida school entry physical exam, and most recent report card. ***Students from out of state or country must transfer their immunization records using the Florida State Form. Additionally, a Florida school entry health exam administered by a doctor or medical clinic in Florida is required.*** For 8th grade and up, the required documents also include: last year's standardized test scores, discipline record and transcript of high school courses. International transcripts must be translated through a translation agency.

Step 3: Interview for Secondary Students (Grades 6-12)

A UAF administrator will contact you to set up an interview with you and your child. The administrator will then determine if further evaluation is necessary based on the interview and submitted documentation.

Step 4: Admissions Committee

All documentation will be reviewed by the Admissions Committee. The Admissions Committee will then come to an enrollment decision based on previous school records, entrance exam, personal interviews and available seats in the grade level. When an enrollment decision has been reached, the family will be notified and provided information to complete the enrollment process. Please allow 4-6 weeks for the Admissions Committee to notify you regarding your child's enrollment status.

Accounting Process

Tuition Contract and Deposit

Once you receive your invitation via email and create your account on the uaftampa.myschoolapp.com, you will receive forms to fill out and submit for each of your children. Once you submit, a contract will be sent to you. You will pay the non-refundable \$100 deposit on each contract to secure your child(ren)'s seat, as well as the Blackbaud Tuition Management fee of \$50 on only one of your children's contracts. If you are paying your tuition in one payment, you will be charged a Blackbaud Tuition Management fee of \$20. **Your child's spot will not be reserved until this deposit is received.** The deposit is credited towards the tuition for the 2023-2024 academic school year.

Tuition Payments

Tuition must be paid to Blackbaud Tuition Management, on a bi-annual, quarterly or monthly payment plan. Only annual payments made by July 1st paid in full can be made directly to the school. Blackbaud tuition payments start at the beginning of July and a late charge will be assessed after the 1st of each month if payments are not received on time. **Your child's spot will be forfeited if the July payment is not received by the 1st.**

All tuition payments are due by the 1st of each month, and failure to make payments on time will jeopardize your child's seat for the following school year.