



# LIGHTHOUSE CHRISTIAN ACADEMY

(866) 746-6534  
Fax (615) 612-6126  
lcaed@aceministries.com  
Website: www.lcaed.com  
P.O. Box 160328 • Nashville, TN 37216

Division of Accelerated Christian Education Ministries

## Distance Learning Program Application

Please complete one application for each student applying for admission.

### Student Information

Student's Name \_\_\_\_\_  Male  Female Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security No. \_\_\_\_-\_\_\_\_-\_\_\_\_ Citizenship \_\_\_\_\_ Birthplace \_\_\_\_\_

Mailing Address \_\_\_\_\_ Address \_\_\_\_\_ Home Phone \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ Cell \_\_\_\_\_

\_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Email \_\_\_\_\_

Ship-to Address \_\_\_\_\_ (if different) \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

If Outside the USA \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_

### Previous Education

Last School Attended \_\_\_\_\_  Public  Private  Homeschool\*

\_\_\_\_\_ School Name \_\_\_\_\_ Years Attended \_\_\_\_\_

\_\_\_\_\_ Street Address \_\_\_\_\_ Highest Grade Completed \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ Was the A.C.E. curriculum

\_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ used in this school? \_\_\_\_\_

If you are currently using the A.C.E. curriculum, please list the last PACE completed in each of the following subjects:

Math \_\_\_\_ English \_\_\_\_ Social Studies \_\_\_\_ Science \_\_\_\_ Word Building \_\_\_\_ Literature \_\_\_\_ Creative Writing \_\_\_\_

\*Please include all homeschool records.

### Parent Information

Father's Name: \_\_\_\_\_ Social Security No. \_\_\_\_-\_\_\_\_-\_\_\_\_

Biological Father? Yes  No  If "No," biological father's name: \_\_\_\_\_

Employment: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Highest Education Completed:  High School/GED  Associate's Degree  Bachelor's Degree  Other

Mother's Name: \_\_\_\_\_ Social Security No. \_\_\_\_-\_\_\_\_-\_\_\_\_

Biological Mother? Yes  No  If "No," biological mother's name: \_\_\_\_\_

Employment: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Highest Education Completed:  High School/GED  Associate's Degree  Bachelor's Degree  Other

Marital Status of Child's Biological Parents:  Married  Widowed  Divorced\*\*  Separated\*\*

\*\*If divorced, please include a photocopy of most recent Child Custody Order. If separated, both parent/guardian signatures are required.

If you have ever had an account with A.C.E. or Lighthouse Christian Academy-Account Number \_\_\_\_\_

## Application Process

In order for this application to be processed, Lighthouse Christian Academy (LCA) must receive the following information. **All incomplete applications will be returned.**

- Completed and Signed Application
- Payment for the One-Time Application Fee
- Payment for the Annual Administration Fee
- Copy of the Student's Birth Certificate
- Copy of Legal Custodial Documents (if applicable)
- Recent Picture of the Student
- Official Transcript\* from Student's Most Recent School
- Letter of Recommendation from Student's Pastor\*\*

*\*For your convenience, a form letter is enclosed that you may complete and forward to the school the student most recently attended, requesting that an official transcript be forwarded to Lighthouse Christian Academy. If the student is currently in a homeschool outside of LCA, please submit a copy of the student's record.*

*\*\*If the student is not currently active in a church, please include a letter stating the reason why you are seeking enrollment in Lighthouse Christian Academy.*

## Fee Schedule

### One-Time Application Fee:

Grades K-8     \$ 50  
Grades 9-12    \$ 100

### One-Time Application Fee:

Number of students in K-8 \_\_\_\_\_ x \$50 = \$ \_\_\_\_\_  
Number of students in 9-12 \_\_\_\_\_ x \$100 = \$ \_\_\_\_\_

### Annual Administration Fee:

Number of students in K-8 \_\_\_\_\_ x \$250 = \$ \_\_\_\_\_  
Number of students in 9-11 \_\_\_\_\_ x \$350 = \$ \_\_\_\_\_  
Number of students in 12 \_\_\_\_\_ x \$400 = \$ \_\_\_\_\_

### Annual Administration Fee:

Grades K-8     \$ 250.00  
Grades 9-11    \$ 350.00  
Grade 12       \$ 400.00 (includes graduation fee)

Application Fee Total = \$ \_\_\_\_\_

Administration Fee Total = \$ \_\_\_\_\_

*These fees do not include the cost of curriculum, books, or other supplies. Your family's One-Time Application Fee shall not exceed \$250 provided all children are initially enrolled at this time. Later additions will be charged as new enrollments.*

## Payment Information

Payment for the application fee and administration fees are due with the completed application. Please indicate your method of payment.

- Check    Money Order    Visa    MasterCard    AmExpress    Discover

If paying by credit card, please enter the name of the cardholder **exactly** as it appears on the credit card, and enter the billing address **exactly** as it appears on the billing statement.

**I authorize LCA to charge my credit card for the following amount: \$ \_\_\_\_\_**

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ / \_\_\_\_\_  
Month Year

Cardholder's Name \_\_\_\_\_  
First MI Last

Billing Address \_\_\_\_\_

City State ZIP Home Phone Number

Card Holder Signature \_\_\_\_\_  
Required

## Accreditation

Lighthouse Christian Academy is fully accredited as a distance education provider by the Southern Association of Colleges and Schools (SACS) and the Commission on International and Trans-Regional Accreditation (CITA).

## Nondiscriminatory Policy

Lighthouse Christian Academy does not discriminate against members, applicants, students, and others on the basis of race, color, nationality, or ethnic origin.

## Enrollment Agreement

We, the undersigned, understand that we are responsible for the payment of all fees, including application, administration, and curriculum that may be incurred during the time this student is enrolled in Lighthouse Christian Academy (LCA). We have reviewed this application and, to the best of our knowledge, all information provided is complete and accurate. We understand that a school year is considered to be a maximum of 12 months, beginning on the date enrollment is completed and ending either 12 months later or when the student has completed all curriculum assigned (maximum of 72 PACEs) for the school year, whichever comes first. If a student has not reenrolled once the original 12-month enrollment period has passed, the student's account will be charged a one-time \$75 Extension Fee. This will provide a 3-month extension to complete and turn in the material. If a student has not turned in the material by the end of this extension, the student's status will be changed to inactive and an additional fee will be assessed for processing grades on an inactive account. **We further understand that this student is to be supervised during the study time by a parent or responsible adult who will not allow cheating or copying of answers from the Score Keys and Test Keys by keeping them in a secure location.** We agree to submit completed and graded PACE Tests at the end of each semester. In order for enrollment to be processed, we understand that all application and administration fees must accompany this completed application. We understand that the application fee is nonrefundable. We understand that the administration fee is refundable for a limited time, on a declining scale as follows: 100% refundable if requested within 30 days of receipt by LCA, 50% refundable if requested within 31-60 days of receipt by LCA, 25% refundable if requested within 61-90 days of receipt by LCA, with no refund given after 90 days. In addition, we understand that requests for refunds are to be made in writing and may be mailed, faxed, or emailed to LCA. We understand that all fees and charges must be paid in full prior to any transcripts, verification forms, or diplomas being provided. We understand that enrollment in LCA is a privilege, and LCA reserves the right to suspend or expel any student in accordance with its official policies as determined by LCA. Notwithstanding anything to the contrary contained herein, this agreement does not bind either party to any specific period of enrollment. We understand that no rights or presumptions of continued enrollment are conferred or implied by this agreement. We further agree that no right to notice of renewal or nonrenewal of the agreement is conferred or implied. We understand that acceptance of the application shall be conditioned upon completion of all requirements to the satisfaction of the administration.

Signature of Student \_\_\_\_\_ *Required* Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Father/Guardian \_\_\_\_\_ *Required* Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Mother/Guardian \_\_\_\_\_ *Required* Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Parent, Guardian, or Supervisor responsible to administer this homeschool program \_\_\_\_\_

If desired, please list names of any other relatives or nonfamily members, and their relationship to the student, with whom the student's Academic Advisor may discuss the student's academic information (tutors, grandparents, noncustodial parent, etc.).

\_\_\_\_\_  
*Name* Relationship

\_\_\_\_\_  
*Name* Relationship

Send the completed application, payment of application fee, payment of annual administration fee, and all required enrollment documents to:

**Lighthouse Christian Academy**  
**Accelerated Christian Education Ministries**

**ATTN: Enrollment Office** ○ P.O. Box 160328 ○ Nashville, Tennessee 37216  
**866-746-6534 (toll-free)** ○ Fax: 615-612-6126 ○ Email: [lcaed@aceministries.com](mailto:lcaed@aceministries.com) ○ Website: [www.lcaed.com](http://www.lcaed.com)

# LIGHTHOUSE CHRISTIAN ACADEMY

Accredited Distance Education Provider

Lighthouse Christian Academy (LCA) is a fully accredited distance education program, accredited with both the Commission on International Trans-Regional Accreditation (CITA) and the Southern Association of Colleges and Schools (SACS). LCA exclusively utilizes the Accelerated Christian Education curriculum to provide a proven quality education that is adaptable to individual needs. Qualified Academic Advisors assist enrolled families by evaluating diagnostic tests, prescribing curriculum, and answering procedural questions. When enrolling in LCA, you receive the full service of a school administrative office available from kindergarten through twelfth grade.

## Services

- Experienced Christian Academic Advisors
- Diagnostic Testing Online or in Printed Form
- Enrollment Verification
- Projected Course of Study (High School)
- Accredited Transcripts
- Standardized Tests
- Semester Progress Reports
- Accredited High School Diploma
- Annual Graduation Ceremony
- Family Referral Credit
- Student Conventions
- Educators' Seminars

## Enrollment Fees

The cost of enrollment is based on the grade level of each student. No further discounts apply.

**NOTE: The application fee is not refundable.**

• Application Fee (Entering Grades K-8)	\$ 50.00*
• Application Fee (Entering Grades 9-12)	\$ 100.00*
• Annual Administration Fee (Grades K-8)	\$ 250.00
• Annual Administration Fee (Grades 9-11)	\$ 350.00
• Annual Administration Fee (Grade 12)	\$ 400.00

\*Family Maximum \$250

## Other Fees

• Three-Month Extension (one-time only)	\$ 75.00
• Returned Check Fee	\$ 30.00
• Advance Help Fee (hourly rate)	\$ 35.00
• Duplicate Diploma	\$ 20.00
• Additional Official Transcripts (over 5)	\$ 10.00

## Curriculum Cost

PACEs, Score Keys, and resource books are purchased through your academic advisor based on the diagnostic test evaluation, and their costs vary according to the needs of the student. LCA members receive the following discounts:

### **Initial Annual Order**

- 20% on curriculum items
- 10% on non-curriculum items

*To ensure that the proper discount will apply, all curriculum orders for enrolled students must be processed through Lighthouse Christian Academy. Subsequent orders will be charged retail prices.*

## Enrollment Procedures

To begin this process, please submit the items listed below:

- Completed, signed LCA application (one application for each student applying)
- Enrollment fees (application fee and annual administration fee)
- Copy of the student's birth certificate
- Copy of legal custodial documents, if applicable
- Recent photograph of the student
- Letter of recommendation from the student's pastor (If the student is not currently active in a church, please include a letter stating the reason why you are seeking enrollment in LCA.)

*Please visit [lcaed.com](http://lcaed.com) to view LCA's graduation and course requirements. Seniors are encouraged to view this information prior to enrolling with LCA.*

U.S. missionaries going to foreign fields may apply to receive free core curriculum. Please contact the Operation Lighthouse Coordinator at (866) 746-6534 or [opl@aceministries.com](mailto:opl@aceministries.com) for a missionary application prior to submitting your LCA application.



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\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Attention: Records Department

\_\_\_\_\_  
School Name

\_\_\_\_\_  
School Mailing Address

\_\_\_\_\_  
City State ZIP

## *Transcript Request*

To Whom It May Concern:

The following student is applying for acceptance in Lighthouse Christian Academy:

\_\_\_\_\_  
Student Name Date of Birth Social Security Number

This is to request an official copy of the above-named student's academic transcript including attendance, standardized test scores, and **evaluation of grading system**. **Do not send the cumulative file folder**. Please forward all requested items to the following address:

**Enrollment Office  
Lighthouse Christian Academy  
P.O. Box 160328  
Nashville, TN 37216**

The release of these records is authorized by:

Print Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
*Parent/Guardian or Student (if over 18 years of age)*

Signature \_\_\_\_\_  
*Parent/Guardian or Student (if over 18 years of age)*