

# Wellspring Christian Family Schools

*A ministry of Wellspring Christian Fellowship*



**A Premier K-12 Homeschool Academy Since 1983!**

(Formerly Walkersville Christian Family Schools)

## WCFS DISTANCE ACADEMY Application and Fees

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# WCFS Distance Academy

## Enrollment Application

### Introduction

Home educating your children is an important commitment. We respectfully request that you seek God's will as part of this enrollment process. Please read all the instructions carefully. The information requested on this application helps us establish your eligibility for enrollment and determine how God might have us minister to your family. We hope to work with you to develop an individualized program emphasizing your child's interests and needs.

### WCFS Philosophy

Our Distance Academy ministers to families where one or both parents are professing Christians, attend a Bible-believing church whose beliefs are basically in agreement with our Christian Confession (page 10), and whose commitment to the Lord Jesus Christ is wholehearted and genuine. A spirit of cooperation with our beliefs is a primary factor of consideration for enrollment.

### WCFS DIST. ACADEMY – A Private School

Our Distance Academy is open to students who live more than 100 miles from our campus facility in Sabillasville, MD. Students enrolled in our Distance Academy are enrolled in a *private school*. Distance Academy students receive the traditional academic oversight and services customary to students in private schools, including transcripts and a recognized diploma upon completion of High School.

**Year-Round Enrollment:** We accept enrollments year-round.

**Grade Levels:** Distance Academy serves these grades:

- **Kindergarten:** Kindergarten is available to students aged 5 or 6 by September 1<sup>st</sup> of the year they enroll, as desired by parents.
- **Elementary:** Grades 1 through 6
- **Junior High:** Grades 7 and 8
- **High School:** Grades 9 through 12

**Special Exceptions:** Families with circumstances or needs requiring special consideration may apply for enrollment. Please answer questions #34, #45, and #70 in detail. Applications will be considered on a case-by-case basis.

### Enrollment Process:

#### 1. Complete the Application Form:

- Answer *all* questions to the best of your understanding, otherwise the processing of your application may be delayed.
- Use additional paper to explain your answers where necessary.
- Explanations should be detailed but not lengthy - brief is better!
- Sign and date your application and agreement.
- Enclose a family photo.
- Email your completed PDF application to: [info@wcfs.edu](mailto:info@wcfs.edu), or,
- Mail your completed printed application to:  
*Wellspring Christian Family Schools*  
*16827 Sabillasville Rd*  
*Sabillasville, MD 21780*
- Pay the non-refundable \$90.00 application fee by mailing us a check, using your bank's Bill Pay service, or paying through our online PayPal portal. (If using PayPal, please add \$3.60 to the \$90.00 to cover PayPal's 4% service fee.)

*NOTE: Submitting the application does not guarantee acceptance.*

#### 2. Approval Period:

Once we receive *both* the application and the application fee, we will review your application. We may contact you for clarification of details.

#### 3. Welcome Email & Orientation Video

If your application is approved, we will send you a welcome email. The email will contain:

- Your welcome letter,
- Additional forms to complete and return to the WCFS office,
- Instructions on how to access WCFS' Course Registration forms.
- Instructions on how to watch the Home Instruction Orientation Seminar (HIOS). The HIOS covers our basic philosophy of Biblical home education and our school policies. A link to the video is provided in the welcome email. Viewing it is required. After watching you must verify in writing that both parents (except in single parent situations) completed it in its entirety.



# WCFS Distance Academy

## Enrollment Application

#### 4. Attend Program Development Meeting

- After we receive confirmation that both parents have watched the HIOS, we will contact you to schedule a Program Development Meeting.
- This meeting will be held in person at the WCFS office or by video call.
- Only one parent is required to attend.
- The purpose of the meeting is to conduct placement testing (optional, see step 5), develop an instruction plan, offer curriculum recommendations, and select your tuition payment plan.
- During the meeting, we will provide families with copies of important WCFS educational materials. These may include course objectives, reporting forms, QSU logs, handbooks and calendars.
- (Distance families will receive these by mail.)
- A \$160 Program Development fee will be due at the conclusion of the meeting, plus a testing fee of \$55 per child tested.

#### 5. Receive Placement Testing (Optional)

- If requested or necessary, placement testing may be a part of the Program Development Meeting.
  - We use the individualized Woodcock Johnson placement tests for in-person testing.
  - Families should estimate a half hour per child for testing, and plan on another hour to convey the test results and develop and recommend curriculum.
- Distance families should notify WCFS of their desire for testing prior to the Program Development Meeting.
  - Currently, the only test available to Distance families is the Iowa Assessments.
  - We will mail you hard copies of the necessary testing materials.
  - After you return the completed tests, we will schedule your Program Development Meeting.

#### Course Registration

Course Registration forms are the official record of your educational plan for the school year, as approved by WCFS. Forms should be completed and returned to WCFS by mail or e-mail within 2 weeks of enrollment.

#### New Family Home Visit

A New Family Home Visit will be scheduled at the Program Development Meeting to take place in the first

quarter of homeschool instruction. This visit will be with a WCFS Staff member and held in your home, or over video call. The visit is an opportunity to discuss how your homeschool program is going and to answer any of your questions.

#### Required Meetings

##### • **2 Portfolio Reviews (Mandatory):**

All WCFS families shall attend **2 Portfolio Reviews**, 1 per semester (fall and spring). The Reviews are part of the accountability structure of WCFS. They will be scheduled by the office and will be conducted in-person at the WCFS office, at a WCFS family's home in your area, or by video call.

##### • **2 Conferences (Mandatory):**

All WCFS families are required to attend the annual August **Family Leadership Conference** and January **Midyear Teacher's Conference**.

##### • **6 Workshops (optional after 1<sup>st</sup> year):**

New families are required to attend **all workshops** (September, October, November, January, February, March) during their first year of enrollment. After the first year, attendance becomes optional, but workshop fees are still included in your tuition.

Additional periodic meetings with WCFS staff may be scheduled on an as-needed basis. Remedial meetings may be required if warranted. There is a \$20 fee for remedial meetings or no-shows.

All required events may be attended by livestream, available on our YouTube channel and website, and via links we send out. Viewers must register their attendance either by commenting in the livestream chat or by email.

WCFS conferences and workshops are designed to spiritually inspire and encourage WCFS families in their home instruction endeavors.

When attended in person, they provide an opportunity to meet with staff and fellowship with other WCFS families.

Student breakout sessions at workshops include scheduled Bible time, recess, educational activities, sports, academic clinics, and the Jr/Sr High School Student Council.





# WCFS Distance Academy Enrollment Application

32. Are these your natural children by this marriage?  Yes  No - Explain: \_\_\_\_\_
33. If from a previous marriage, does the non-custodial spouse agree to your desire to home school?\*
- Yes  No - Explain: \_\_\_\_\_
- \_\_\_\_\_
- \* Please include a copy of custody agreement*
34. Do any of your children have a learning or physical disability or other special needs?  No  Yes - Explain: \_\_\_\_\_
- \_\_\_\_\_
35. Do any of your children demonstrate serious opposition to home education?  No  Yes - Explain: \_\_\_\_\_
- \_\_\_\_\_
36. Have any of your children been suspended or expelled from any school?  No  Yes - Explain: \_\_\_\_\_
- \_\_\_\_\_
37. Have you ever been contacted by the Board of Education, Social Services or any other government agency regarding your children?  No  Yes - Explain: \_\_\_\_\_
- \_\_\_\_\_
38. Do you have a current debt to any other school?  No  Yes - Explain: \_\_\_\_\_
- \_\_\_\_\_

## Part 3: Academic Goals

39. Have you ever home schooled before?  No  Yes - Explain: \_\_\_\_\_
- \_\_\_\_\_
40. Why do you want to home educate your children? \_\_\_\_\_
- \_\_\_\_\_
41. Who will participate in the instruction process? \_\_\_\_\_
- \_\_\_\_\_
42. What areas will each instructor teach? \_\_\_\_\_
- \_\_\_\_\_
43. What time schedule will be used for supervised instruction? \_\_\_\_\_
- \_\_\_\_\_
44. Have you already purchased or selected curriculum for your children?  No  Yes - Explain: \_\_\_\_\_
- \_\_\_\_\_
45. Explain any family obstacles you believe may impact the daily instruction of your children: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



# WCFS Distance Academy Enrollment Application

## Part 4: Church Information

46. Does your family regularly attend church?  Yes  No - Explain: \_\_\_\_\_  
 \_\_\_\_\_
47. Church Name: \_\_\_\_\_ 48. How long have you been attending? \_\_\_\_\_
49. Church address: \_\_\_\_\_ 50. Pastor's name: \_\_\_\_\_
51. Church Phone: \_\_\_\_\_ Church Email: \_\_\_\_\_ Church Website: \_\_\_\_\_
52. Have you discussed your plans for home education with your church leadership?  Yes  No
53. Do they support you?  Yes  No - Explain: \_\_\_\_\_

## Part 5: Christian Testimony - Describe the Christian testimony for each:

54. Father: \_\_\_\_\_  
 \_\_\_\_\_
55. Mother: \_\_\_\_\_  
 \_\_\_\_\_
56. Child: \_\_\_\_\_  
 \_\_\_\_\_
57. Child: \_\_\_\_\_  
 \_\_\_\_\_
58. Child: \_\_\_\_\_  
 \_\_\_\_\_
59. How do your children receive active spiritual input? \_\_\_\_\_  
 \_\_\_\_\_

## Part 6: Enrollment Information

60. Requested date of enrollment: Month: \_\_\_\_\_ Year: \_\_\_\_\_
61. Have you ever applied for enrollment to WCFS before?  No  Yes - When? \_\_\_\_\_
62. How did you hear about WCFS? Please provide the name(s) of the family that referred you, if applicable: \_\_\_\_\_  
 \_\_\_\_\_
63. We  would  would not like our  address  phone number  e-mail address listed in the WCFS school directory.
64. Do you desire tuition assistance?  No  Yes - Complete the **Tecklenberg Memorial Scholarship Application** (page 9)
65. What days and times during typical business hours are best for dad's attendance at portfolio reviews?  
 Days: \_\_\_\_\_ Time: \_\_\_\_\_
66. We request the following exception or special consideration from the WCFS policies: \_\_\_\_\_  
 \_\_\_\_\_

Application continues on the next page (Signature required on following page!)



# WCFS Distance Academy

## Enrollment Application

**We have read** the *Christian Confession* of WCFS (p. 10) and understand that WCFS bases its home education philosophy on it and expects those enrolled to respect these ideals in their family, church, and educational goals.

**We understand** that WCFS supervises and directs individual programs of home instruction through operational procedures, guidelines, and systems of accountability; that WCFS will maintain the regular files and transcripts associated with customary academic procedures; and that WCFS will be the official representative on behalf of each program.

**We will** fully cooperate with WCFS's programs, policies and goals to the best of our ability. If unresolved differences arise, we understand that the final policy decision rests with the Board of Wellspring Christian Fellowship and we will comply willingly and without controversy or else withdraw from the school.

**We will** maintain the student work and records required to verify our educational program.

**We will** submit all records and formal correspondence in a punctual and efficient manner and tender tuition and fees on time.

**We will** make every reasonable effort to regularly attend and support a Bible-believing church whose beliefs are basically in agreement with the Christian Confession of WCFS.

**We will** provide facilities and materials sufficient to carry out the goals of our WCFS approved program of home instruction.

**We will** provide adult supervision for our child(ren) at all times, in a safe home environment, as required by law.

**We will** notify WCFS in the event of any contact by a representative of the Board of Education or other government official when it relates to home education matters.

**We share** the Biblical conviction with WCFS that God has given parents the ultimate responsibility for guiding and training their children. We, therefore, being led of the LORD, do request enrollment in the WCFS Academy and will do our best to honor the LORD as we take on the parental responsibility of educating our children.

*Please do not sign or apply if you cannot commit to all the above requirements.*

Your signature indicates that you have completed this application truthfully.

Father's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mother's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: We cannot accept an application unless signed by both parents (or single parent if single parent household). Exceptions from the above commitments must be cleared through WCFS (see question #61).

Send your application and all other correspondence to:  
**WCFS, 16827 Sabillasville Rd, Sabillasville, Maryland 21780**  
Or: [info@wcfs.edu](mailto:info@wcfs.edu)

**Don't Forget** to include the non-refundable \$90 application fee and to sign your application and commitment forms.

# WCFS Distance Academy

## 2023-2024 Tuition & Fees Schedule

<b>New Family Enrollment Fees</b> <i>(One-time, start-up)</i>	
<b>Application Fee</b> <i>(due with Application Form):</i>	<b>\$ 90.00</b>
The Following are due in full at time of enrollment:	
- <b>Program Development Fee</b>	<b>\$ 160.00</b>
- <b>Kindergarten Only Program Development Fee</b>	<b>\$ 110.00</b>
- <b>Entrance Test Fee</b> <i>(per student, optional)</i>	<b>\$ 55.00</b>
<b>New Family Home Visit Fee</b> <i>(due after enrollment)</i>	<b>\$ 80.00</b>

<b>Annual Re-Enrollment Fee</b> <i>(per family)</i>	
<b>Re-enrollment Fee</b> <i>(if paid by June 30)</i>	<b>\$ 40.00</b>
<b>Late Re-enrollment Fee</b> <i>(if paid after June 30)</i>	<b>\$ 80.00</b>
<i>All dates are Postmarked dates.</i>	

<b>WCFS Distance Academy Annual Tuition Rates:</b> <i>(Save \$50 if paid in full by May 31!)</i>		
<i>Grade Level:</i>	<i>Annual Tuition:</i>	<i>If using 12 monthly payments beginning July 1<sup>st</sup>:</i>
<b>Primary Student (K-3)</b>	<b>\$ 600</b>	<b>(\$ 50 monthly)</b>
<b>Elementary Student (4-6)</b>	<b>\$ 715</b>	<b>(\$ 60 monthly)</b>
<b>Jr High Student (7-8)</b>	<b>\$ 888</b>	<b>(\$ 74 monthly)</b>
<b>High School Student (9-12)</b>	<b>\$ 1,203</b>	<b>(\$ 101 monthly)</b>
<b>Multi-Student Tuition Cap</b>	<b>\$ 1,864</b>	<b>(\$ 156 monthly)</b>
<p><b>It is our policy to consider the specific financial impact that these fees may have on a particular family.</b> Families whose adjusted incomes are lower than the amounts on the scholarship form or with other special financial circumstances may be eligible for a reduction of their tuition. If you feel that you qualify, please fill out the Diane Tecklenberg Scholarship Form.</p> <p><b>Part Year Enrollment / Tuition Refund Policy:</b> Families not enrolled for the entire year do not have to pay an entire year's tuition. For each semester not enrolled, we will credit your account 40% of your annual tuition. <i>(All fees other than tuition are non-refundable.)</i></p> <p><b>New Family Referral Program:</b> For every family that enrolls in WCFS who is referred by you, you will receive \$50 credit!</p>		

<b>Academic, Graduation, and Administrative Fees</b> <i>(charged as incurred)</i>	
<b>Testing:</b> (In person)	
- Iowa Assessments by mail only (no charge for grades 5 & 8)	<b>\$ 70.00</b>
<b>WCFS High School Courses</b> - In Person or Online:	
- Auditing (no transcript)	<b>\$ 90.00</b>
- 0.5 credit course	<b>\$ 155.00</b>
- 1 credit course	<b>\$ 260.00</b>
<b>Nathaniel Bowditch Mentoring (NBM) Clinic</b> - In Person or Online:	
- Per session (on-campus students may do work-study in lieu of payment)	<b>\$ 55.00</b>
- Per year cap	<b>\$ 1,000.00</b>
<b>Curriculum Consultation</b> (hourly)	<b>\$ 70.00</b>
<b>In Home Portfolio Review</b> (per visit)	<b>\$ 80.00</b>
<b>Remedial Review</b> (In Person or Online. Required for students on probation and not in the NBM clinic)	<b>\$ 55.00</b>
<b>High School Credit Fee</b> (per student after tuition cap is reached)	<b>\$ 135.00</b>
<b>Credit Evaluation Fee</b> (only necessary for students who do not possess a viable High School transcript)	
- minimum fee for less than 4 courses	<b>\$ 100.00</b>
- per course fee for 4 or more course.	<b>\$ 30.00</b>
<b>Graduation Fee:</b>	
- per senior candidate participating in graduation	<b>\$ 135.00</b>
- per senior candidate NOT participating in graduation	<b>\$ 110.00</b>
<b>Transcripts: No charge for 1-3 official transcripts</b> (allow 3 weeks)	
- Domestic official transcripts exceeding 3 each	<b>\$ 15.00</b>
- Expedited official transcripts each (2 business day processing)	<b>\$ 30.00</b>
- Apostilled non-domestic official transcript (not expedited)	<b>\$ 185.00</b>
- Authenticated non-domestic official transcript (not expedited)	<b>\$ 260.00</b>
<b>Late Payments</b>	<b>\$ 15.00</b>
<b>Late Records</b> (per student)	<b>\$ 15.00</b>
<b>Year End Records Extension</b> for Reports not received by June 30	<b>\$ 40.00</b>
<b>Portfolio or Remedial Review No-Show</b> (per student)	<b>\$ 20.00</b>
<b>Portfolio Review rescheduled</b> after Jan. 31/July 31	<b>\$ 40.00</b>
<b>Testing No-Show</b>	<b>\$ 20.00</b>
<b>Foreign Wire Fee</b> (minimum)	<b>\$ 25.00</b>
<b>Insufficient Funds</b> (returned check)	<b>\$ 38.00</b>
<b>Per Course Transcript Update Fee</b> (To alter records marked incomplete after July 31)	<b>\$ 15.00</b>



# The Dianne A. Tecklenberg Memorial Tuition Scholarship Application

**Applicant:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

While Wellspring Christian Family Schools has established tuition and fees which are necessary for implementing the objectives of our educational program, it is our desire to consider the financial impact that our fees may have on your family.

**If your adjusted income is less than the following amounts or if you have other adverse circumstances affecting your income, please complete this form to help us determine your scholarship eligibility.**

**Base Income:** (check all that apply)

- with 1 dependent child \$46,000    
  with 3 dependent children \$51,200    
  Special Circumstances \*  
 with 2 dependent children \$48,600    
  with 4 or more dependent children \$53,800

Number of Dependents? \_\_\_\_\_

How many children are you enrolling in WCFS? \_\_\_\_\_

Are you involved in full-time Christian service?     Yes     No    If Yes - Describe: \_\_\_\_\_

Profession or type of employment: \_\_\_\_\_ Are you self-employed?  Yes  No

Method(s) of Compensation:  Wage  Salary  Commission    Other: \_\_\_\_\_

**Additional Benefits:** (check all that apply)

- Housing and/or utilities allowance     Retirement / IRA    Other: \_\_\_\_\_  
 Non-business use of vehicle    Other: \_\_\_\_\_

Do you have income over \$500.00 not related to employment?     No     Yes

Describe type of income: \_\_\_\_\_

Adjusted Monthly Income:		Regular Monthly Expenses:		Staff Use Only:	
a. Salary, wages, etc.	\$ _____	a. Housing	\$ _____	Tuition	\$ _____
b. Self-employment income	\$ _____	b. Food	\$ _____	Scholarship	\$ _____
c. Housing/utilities allowance	\$ _____	c. Utilities	\$ _____	Balance	\$ _____
d. Non-business use of vehicle	\$ _____	d. Medical	\$ _____	Other	\$ _____
e. IRA/Retirement benefits (other than Social Security)	\$ _____	e. Dental	\$ _____	Other	\$ _____
f. Disability or other payments	\$ _____	f. _____	\$ _____	Other	\$ _____
g. Income not related to employment.	\$ _____	g. _____	\$ _____	Total Annual:	\$ _____
h. Other	\$ _____	Monthly Total:	\$ _____	Monthly:	\$ _____
Monthly Total:	\$ _____	Monthly X 12:	\$ _____		
Monthly X 12:	\$ _____				

**Determine Your Adjusted Monthly Income:**

Definition of adjusted income: Total income received from employment compensation and other sources. This includes allowances such as housing, non-business auto use, retirement plans, disability payments, etc. In short, it is the increase which God gives you to maintain sustenance for your family.

\* **What Special Circumstances** or expenses (such as medical bills) are creating financial hardship for you? (**use separate paper if necessary**) \_\_\_\_\_

Is there anything else which you would like to explain? (**use separate paper if necessary**) \_\_\_\_\_

Date _____	# Enrolled Children _____	Adjusted Income \$ _____	/Base Income \$ _____
= 0. _____ x Regular Tuition \$ _____ = S. Tuition \$ _____ /12 = \$ _____ /Month    For staff use only			



# WCFS Distance Academy

## Enrollment Application

### Christian Confession of WCFS

#### Essential doctrines fully believed and taught by WCFS

**We believe** the sixty-six books of the Bible, Old and New Testaments alone to be the only inspired, inerrant and authoritative Word of God, sufficient in all matters pertaining to faith and practice as well as statements regarding history and science. (2 Tim. 3:16)

**We believe** there is one God, eternally existing in three Persons: the Father, the Son, and the Holy Spirit. (John 1:1; 14:16,17; Acts 5:3,4; Matt. 28:19)

**We believe** in the full humanity and deity of Jesus Christ (Heb. 1:3), His virgin birth (Matt. 1:18), His sinless life (Heb. 4:15), His substitutionary and atoning death (Rom. 3:21-26), His resurrection literally and bodily from the grave (1 Cor. 15:12-28), His ascension to the right hand of the Father (Acts 1:9-11) and in His literal, personal return to the earth in power and glory (Matt. 24; Rev. 19).

**We believe** that man is radically depraved, having fallen in Adam, his sin affecting body, mind, emotions and will so that man cannot of himself do that which is acceptable to God nor save himself. All enablement to believe the gospel and live the Christian life must come from God alone. (Rom. 4:24; 5:12-21)

**We believe** that men are justified by God's grace through faith alone on the single ground of the life, death, burial and resurrection of Jesus Christ. Faith is not a work but a gift of God. (Eph. 2:8,9; John 1:12-13; Rom. 9:15-18)

**We believe** in the physical resurrection of both the saved and the lost; that the saved are resurrected unto eternal life, and the lost are raised unto eternal damnation. We reject all belief in soul-sleep, annihilation, or purgatory. (1 Cor. 15; Rev. 20)

**We believe** in the spiritual unity of all born again people and that the Spirit of God enables believers to walk in truth, humility, and love with others of like precious faith, though there may be minor differences of belief in areas non-essential. (Eph. 1:10; 4:4; 1 Cor. 1:10-2:5; 12:12,13)

**Wellspring Christian Family Schools**  
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