



2026-27

Parent Online Home Handbook



NFC ACADEMY

The Future of Education Is Here Today



2026-27
K-12 Online Program
Parent-Student Handbook

Table of Contents

Contents

| | |
|---|-----------|
| FREQUENTLY CALLED NUMBERS | 6 |
| TECHNICAL SUPPORT..... | 6 |
| NFC ACADEMY | 6 |
| WELCOME | 7 |
| ABOUT NFC ACADEMY | 8 |
| GUIDELINES FOR SUCCESSFUL HOMESCHOOLING..... | 9 |
| LEARNER CHARACTERISTICS..... | 9 |
| PARENTAL INVOLVEMENT | 9 |
| WORK SCHEDULE | 10 |
| SCHOOLWORK HOURS..... | 10 |
| MORE ON THE DAILY SCHEDULE | 10 |
| DAILY ASSIGNMENTS | 10 |
| STUDYING FOR QUIZZES AND TESTS | 11 |
| PRINTING ASSIGNMENTS | 11 |
| NOTE TAKING | 11 |
| PRINTING DIGITAL NOTES | 11 |
| MATH VIDEOS..... | 11 |
| MATH RESOURCES..... | 12 |
| MATH WORK..... | 12 |
| WRITING | 12 |
| VIRTUAL LABS..... | 13 |
| ASK QUESTIONS | 13 |
| ACADEMY INFORMATION..... | 14 |
| ACCREDITATION AND MEMBERSHIP..... | 15 |
| BIBLE..... | 15 |
| THIS IS WHAT WE DO!..... | 15 |
| THIS IS WHERE WE ARE GOING!..... | 15 |
| ALL SUMMED UP! | 15 |
| THIS IS HOW GOD’S CHILDREN SHOULD BE TAUGHT! | 16 |
| THE WHAT AND HOW OF WHAT WE DO!..... | 16 |
| HOW WE SEE LIFE! | 16 |
| STATEMENT OF MORALITY | 17 |
| VIRTUAL STUDENT SAFETY..... | 17 |
| GENERAL INFORMATION | 18 |
| CALLING THE ACADEMY..... | 19 |
| CHANGE OF ADDRESS/TELEPHONE NUMBER..... | 19 |
| CHANGE OF INFORMATION | 19 |
| EXCEPTIONS | 19 |

| | |
|--|-----------|
| GENERAL STATEMENT OF POLICY | 19 |
| IGNITIA PARENTS PORTAL | 19 |
| NON-DISCRIMINATION POLICY..... | 20 |
| PARENT ENGAGEMENT | 20 |
| PARENTS' WEB/PARENT PORTAL..... | 20 |
| RECORDS | 20 |
| STATE REQUIREMENTS | 21 |
| SUPERVISION | 21 |
| TEACHER CERTIFICATION | 21 |
| TECHNICAL SUPPORT..... | 21 |
| TECHNOLOGY REQUIREMENTS..... | 22 |
| BROWSERS | 22 |
| NETWORK CONSIDERATIONS:..... | 23 |
| ADMISSIONS | 24 |
| ENTRANCE GUIDELINES FOR ADMISSIONS | 25 |
| MY APPLICATION | 25 |
| ENTRANCE PLACEMENT/ASSESSMENT | 25 |
| FULL-TIME STUDENTS..... | 26 |
| INTERNATIONAL STUDENTS | 27 |
| PART-TIME STUDENTS | 27 |
| NON-HIGH SCHOOL AGED STUDENTS | 27 |
| TRANSFER CREDITS (<i>Schools and Homeschools</i>)..... | 28 |
| ACCREDITED SCHOOLS..... | 28 |
| HOMESCHOOLS | 28 |
| TRANSFERS BEGINNING OF A SEMESTER | 28 |
| TRANSFERS DURING A SEMESTER..... | 28 |
| NFC ACADEMY PARENT STUDENT AGREEMENT..... | 29 |
| ACADEMICS – KINDERGARTEN – MIDDLE SCHOOL | 32 |
| ACADEMIC PROGRESS | 33 |
| ACHIEVEMENT TESTS | 33 |
| ATTENDANCE | 33 |
| ATTENDANCE POLICY | 34 |
| COURSE INFORMATION | 34 |
| COURSE MATERIALS | 35 |
| DROPPING A COURSE | 35 |
| ELECTIVES | 35 |
| GRADING, GRADES, AND CREDITS..... | 35 |
| GRADING MATH RESOURCES FOR MATH 7, MATH 8, ALL ALGEBRA AND GEOMETRY COURSES | 36 |
| GRADING SCALE | 37 |
| INCOMPLETE GRADE | 37 |
| INDIVIDUAL ACADEMIC PROGRESS..... | 37 |
| ONLINE LIBRARY RESOURCES | 37 |

| | |
|--|-----------|
| REPORT CARDS | 37 |
| STUDENT ACADEMIC REPORT | 38 |
| FAILURE TO PROGRESS PROCEDURE | 38 |
| STUDENT PARTICIPATION REQUIREMENTS | 38 |
| ACADEMICS FOR HIGH SCHOOL | 40 |
| ACADEMIC ADVISING | 41 |
| ACADEMIC PROBATION | 41 |
| ACADEMIC PROGRESS | 41 |
| ATTENDANCE | 42 |
| ATTENDANCE POLICY | 42 |
| COLLEGE COUNSELING | 43 |
| COURSE INFORMATION | 43 |
| COURSE MATERIALS | 44 |
| COURSE OF STUDY | 44 |
| DROPPING A COURSE | 45 |
| DUAL ENROLLMENT | 45 |
| EDGENUITY | 45 |
| ELECTIVES | 45 |
| GRADUATION CHECKLIST | 46 |
| GRADUATION REQUIREMENTS PLANNING TOOL (<i>College Preparatory</i>) | 46 |
| GRADUATION REQUIREMENTS | 47 |
| HONORS COURSES QUALIFICATIONS | 47 |
| INCOMPLETE GRADE | 47 |
| INDIVIDUAL ACADEMIC PROGRESS | 47 |
| RECOMMENDED PROGRESSION OF MATH COURSES | 48 |
| REPEATING COURSES | 48 |
| REPORT CARDS | 48 |
| STUDENT PARTICIPATION REQUIREMENTS | 49 |
| DISTANCE EDUCATION COURSE INTEGRITY | 51 |
| CONDUCT | 52 |
| ACADEMIC HONESTY | 52 |
| CODE OF CONDUCT | 52 |
| INTERNET AND TECHNOLOGY USE | 52 |
| WRITING CENTER | 53 |
| ARTIFICIAL INTELLIGENCE | 53 |
| FINANCIAL INFORMATION | 54 |
| STATEMENT OF POLICY | 55 |
| COURSE EXTENSION POLICY | 55 |
| FINANCIAL POLICY | 56 |
| REFUND/WITHDRAWAL POLICY | 56 |
| RETURNED CHECKS | 57 |
| STARTING CLASSES | 57 |
| TUITION COST | 57 |

TUITION PAYMENTS..... 57
TUITION REWARDS..... 58

FREQUENTLY CALLED NUMBERS

TECHNICAL SUPPORT

- **Ignitia - 1-877-251-6662; Monday – Friday, 7 AM – 5 PM Central Time**

NFC ACADEMY

**1-888-407-6327 or 1-850-385-7186 – Monday – Friday – 8:00 AM – 4:30 PM
Eastern Standard Time**

For your convenience, you may dial -0- for the Academy operator for all inquiries, and we will direct your call to the appropriate person.

| Office | Extension |
|---|------------------|
| Admissions... .. | 159 |
| K-7 th Grade Program Director..... | 139 |
| Business Office... .. | 114 |
| Director of Enrollment Services... .. | 140 |

WELCOME

We warmly welcome you and your family to NFC Academy, a private school dedicated to serving homeschool families. It is a privilege to partner with you during an exciting and ever-changing time in the educational landscape.

Over the past year, NFC Academy has reached important milestones. We successfully completed our five-year accreditation review with Cognia, as well as a separate review with the Florida Association of Christian Colleges and Schools (FACCS). We are pleased to share that both organizations granted continued accreditation for six and seven years respectively—affirming the quality and integrity of our programs.

In addition, NFC Academy has expanded partnerships with multiple states, allowing families to access scholarship opportunities. Parents may be eligible for programs such as Florida’s Step Up for Students Scholarship, along with options available in other states across the country. We encourage you to visit our website for the most up-to-date information regarding eligibility and application details.

Our mission is to provide a highly successful, engaging, and flexible school option through our online programs, serving students from Kindergarten through High School. We are committed to delivering strong academic foundations while nurturing a Christian worldview that equips students for life.

As an accredited institution, we uphold rigorous academic standards designed to ensure a high-quality educational experience for every student. Families can choose from a variety of program options, including instruction led by NFC Academy teachers or our Home Teacher programs, allowing flexibility to meet your family’s needs.

We invite you to explore how our programs work and discover the opportunities available to your student by visiting our website.

Thank you for choosing NFC Academy. We are honored to partner with you in your child’s Christian education journey.

ABOUT NFC ACADEMY

Our handbooks for parents and students contain important information for our families. You will find information about academic policies, financial policies, our non-discrimination statement, and other details you may not need today, but may need later in the school process. But, with all the information you will find in this manual, we begin with ideas on how to be successful in online distance education.

GUIDELINES FOR SUCCESSFUL HOMESCHOOLING

LEARNER CHARACTERISTICS

ENGAGED LEARNERS

- Disciplined to engage in learning daily
- Understand their learning strengths and areas to improve
- Utilize multiple sources of information to expand learning
- Value the process of learning as preparing and expanding lifelong learning concepts

CRITICAL THINKERS

- Combine and synthesize information from learning threads to a learning concept
- Effectively translate learning into values, understanding, and processes for higher learning
- Use the concept of media and technology to enhance learning and articulate life-long learning priorities

COLLABORATIVE WORKERS

- Are able to work with teachers when learning models coincide to arrive at successful work products while dealing with both consensus and differing views

BIBLICAL WORLDVIEW

- Views learning and life's experiences through the lens of information that has eternal value
- Understands that all traditional and non-traditional learning is to contribute to and be combined with understanding from those principles that govern life from the biblical worldview

PARENTAL INVOLVEMENT

This topic is listed first, because it is the most critical aspect for successful homeschooling...daily active parental involvement. When using NFC Academy teachers at any grade, they are not "on site" to supervise and check and make sure assignments are being completed on schedule. Encouragement and help are necessary in most anything we

attempt to do , and for homeschooling it is a part of the success story. As students get older, parent onsite supervision may not be as direct as with younger students, but at all times, the parent should be checking their online Parent Portal to verify that work is being completed each day as expected. The Parent Portal is just like the student’s online program – available 24/7 wherever you have internet.

WORK SCHEDULE

Students are encouraged to select and designate a workplace that is free from distraction and is a productive work environment. Depending on the student, this may be a computer room, student’s bedroom, living room, or other area that is free from distractions. While the online program can travel with the student, that is not the norm for most students. However, students whose schedule requires significant travel will need to be even more disciplined in their daily schedules. Typically, a student without a defined daily work schedule usually allows schoolwork to be the last thing they get to, and often they don’t get to it.

SCHOOLWORK HOURS

Although students are given the flexibility to determine their own work hours, it is strongly recommended that students designate select hours from the day that are solely dedicated for studying. Think about the time a student spends in a classroom and your study time should reflect a similar amount of time. Working in an online program that is fully accredited like NFC Academy means that work hours are going to be similar to those of doing work in a traditional school setting. A student should expect to spend a minimum most days of 4-5 hours in school doing full time work – all that work may not be on the computer, but a substantial portion will be. The student can schedule those hours that best fit their schedule, but the work must be done. If a student does most of their work in the evening or late night, they should not expect teacher connection during any of those hours.

MORE ON THE DAILY SCHEDULE

It is not recommended that a student spend hours at one time sitting on a computer, but that their schedule for online and offline work be flexible with scheduled breaks from schoolwork during the day.

DAILY ASSIGNMENTS

Each online daily assignment will have questions to complete which are graded and are usually around 30% of the student’s overall grade as outlined under the grading section in this handbook. In doing this work on daily assignments, students should be thorough and spend time “learning” the material, not just looking for answers to questions, but in such a way they are gaining a comprehensive knowledge of the material. Students do get extra attempts to complete a daily assignment to get the minimum acceptable grade of -70-, but

students requiring multiple attempts regularly on daily assignments are not spending the time in the learning process to gain the understanding of the material that is needed.

STUDYING FOR QUIZZES AND TESTS

Students who do thorough work on their daily assignments will also need to spend time studying for quizzes and tests. Moving directly from a series of lessons to a quiz or test typically will not produce the grades reflected by a student who studies in preparation for these assessments. The student should plan adequate time to study for any assessment.

PRINTING ASSIGNMENTS

Some students will want to use the feature in Ignitia that allows you to print the lesson. You can print it and work on the lesson off-line, highlight things on the paper, and make other notes. If that works for you, then print away.

NOTE TAKING

Almost all online courses offered through NFC Academy in 3rd – 12th grade have note-taking areas on each page of the online lessons. Note taking is an important part of the learning process and whether the student uses the Note Taking Feature of the online lessons or does so manually, it is an important part of online learning. Students consistently show higher rates of performance when actively engaged in the lessons with note taking and other study engagement activities. Students who use the online notetaking feature can, if they choose, have these printed for study.

PRINTING DIGITAL NOTES

If you use the note taking feature in each lesson, you can select the print application to print the notes you have made. These notes can then be used as you study for quizzes and tests along with reviewing other material in the unit that prepares you for a quiz or test. Just take good notes.

MATH VIDEOS

Every online math course from 3rd-12th grade has multiple extra math videos for every daily assignment. These videos provide additional examples and explanations of the daily math concept being covered. While most videos are no longer than 5-7 minutes with some shorter and some longer, experience has shown that those students needing extra math help often do not take advantage of these extra instructional videos that are provided. The links to the videos are on a webpage for the subject on the NFC Academy website under Academic Programs in Elementary, Middle School 6th-8th, or High School. Every student who is taking a math course should utilize these math web pages as needed for additional instruction and practice in the assigned concepts.

MATH RESOURCES

Math courses including Math 700, Math 800, Algebra I, Geometry, and Algebra II, will have an additional section called Math Resources for the student to complete.

While the Math Resources look like an additional math course, it contains further practice and instruction to complement the specific math curriculum. Students should complete the Math Resources along with the corresponding daily assignment in their required math course. As the students complete the Math Resources, the teacher will add extra credit points to the final semester grade based upon their work. See the section on Grading in this manual for complete details on this extra credit in these courses.

Using the online curriculum and instructional presentations within the curriculum, working with their teacher, viewing the NFC Academy Math Video Library for each online course, and completing assignments in Math Resources for these subjects gives the student multiple resources to ensure success in their math courses.

Students taking courses in the honors program using the Edgenuity curriculum will not have Math Resources in addition to their math course. The Edgenuity program does not offer this resource so we cannot offer it to students enrolled in these courses. Students enrolled in Math courses at the honors level would be expected to complete courses without the aid of resources.

MATH WORK

Using all the math instructions in the online curriculum, the math videos, and instruction from your teacher is excellent...but most math problems still must be done the old-fashioned way of working out the details to arrive at the answer using paper, pencil, and a calculator when needed. No other method will take the place of this tried-and-true way to learn math and to show the process of how you arrived at the answer.

WRITING

Occasionally you will find yourself with an assignment that requires a formal written response, doing research and following specific writing guidelines. First, make sure you follow the directions of the writing assignment. Read them carefully and then set out to gather what information you need to meet the requirements. Some writing assignments will have the Ignitia Writer as a tool the student can use to gain electronic feedback on the quality of the writing. Keep in mind that the WRITER does not determine if you followed directions or if you wrote on the topic assigned.

- **WRITING TOOLS** Need some help in getting started – check out the writing tools under the Academic Programs options on the website under your grade for the Library and Writing Center. You will find videos that will give you details on basic writing. Pay close attention to the ones on how to avoid plagiarism. When writing papers in high school, you will need to be familiar with the materials covered in all the videos.

VIRTUAL LABS

If you are enrolled in science course at NFC Academy then you will use the labs as supplied in the curriculum. You will be expected to complete the lab as designed, giving your results to the teacher following the guidelines for the labs. Typically, there is one lab for most science units, and that lab must be completed by the time you reach your next scheduled online lab.

ASK QUESTIONS

Students are not on their own. If you need help with an assignment, ask your teacher, and they will respond to you. You can typically expect a teacher to respond to you the same day if you message them in the LMS that morning and by no later than the next morning if you message them in the afternoon. Ignitia Technical Support is available M-F for you as well as the NFC Academy office staff.

ACADEMY INFORMATION

ACCREDITATION AND MEMBERSHIP

NFC Academy is registered with the State of Florida Department of Education as a private school. NFC Academy is fully accredited by Cognia and the Florida Association of Christian Colleges and Schools (FACCS) which is a member of the National Council for Private School Accreditation. NFC Academy is fully accredited by the regional accrediting organization, The Middle States Commission of Colleges and Schools with their Commission on Elementary and Secondary Schools.

BIBLE

Bible study is recognized at NFC Academy as being fundamentally important and it is a required subject. The study of the Bible augments the study of English, history, geography, and science, as well as other academic subjects. Without the knowledge of biblical truth, a student cannot be considered educated. The Bible gives direction for this life and is the only hope for the life to come. No other book can enrich the minds and hearts of men as "The Book of books."

Knowledge of the Bible is one of the greatest educational assets any person can have. Resulting from its study are the important values of morality and right living. Character development is the most important work of a school. No other course offered in the school affords such great opportunities for laying the foundation for Christian character as the Bible course. Knowledge is important, but of more importance is the life that displays what has been learned.

THIS IS WHAT WE DO!

Using innovative technology combined with successful educational practices and a biblical worldview curriculum in a distance education environment to equip students for their future while serving and glorifying God.

THIS IS WHERE WE ARE GOING!

"The Future of Education Is Always Here Today" for our families.

ALL SUMMED UP!

Nurturing personal growth and development of students.

Family values are integrated in every decision.

Christ-centered curriculum is used to encourage Biblical thinking.

Achieving success when students live out godly values in their present culture.

THIS IS HOW GOD’S CHILDREN SHOULD BE TAUGHT!

NFC Academy was founded on the belief in the inerrant, inspired Word of God, the Bible, the only infallible rule of faith and practice. The Academy exists to assist parents in fulfilling God's ultimate purpose of preparing children to enter into and mature within His spiritual family and to respond to Him with respect and obedience. The Academy seeks to assist in the personal growth and development of students by providing an education based upon an integrated understanding of biblical principles and academic knowledge. Education with a proper emphasis on the spiritual, mental, social, and physical aspects of life will lead to the balanced development of the whole person. Please go to the NFC Academy website to see our information on a Biblical Worldview and our Statement of Faith.

THE WHAT AND HOW OF WHAT WE DO!

NFC Academy provides educational programs both to prepare students for entering college to continue their education and to prepare students to enter careers of service in the will of God. These programs seek to transmit and expand knowledge as well as to provide opportunities for research and service. The school will provide the kind of atmosphere which will promote the spiritual, intellectual, social and character development of students. With a clear commitment to academic integrity and excellence, the school will fulfill its mission through the following objectives:

1. To provide instruction by a competent Christian faculty committed to a quality academic program
2. To provide students with an atmosphere which is wholesome, stimulating, conducive to learning, and to serving within the Christian concept
3. To provide a balanced emphasis regarding theological beliefs, daily life and conduct, and educational philosophy and practice
4. To effectively train young men and women to be servants of Christ in the church, in our world, and in their families
5. To provide students with a solid academic and biblical program that will help them to be leaders in areas of their own choice
6. To use an approach to education which addresses the changing technological nature of our society
7. To acquaint students with methods of research to develop habits of study for a life of intellectual pursuit
8. To motivate students to think and communicate clearly, objectively, and creatively

HOW WE SEE LIFE!

Our curriculum is rooted in a God-centered view of life, allowing students the opportunity to understand themselves and the world around them from a biblical worldview. All truth is found in God. It is found in His creation. Scripture is the basis for faith and practice. The integration of biblical faith and learning is our goal at NFC Academy while working with each

student.

At NFC Academy, we understand that our mission is to teach our students to live wholesome Christian lives in a world that many times is in opposition to a biblical worldview. Further, we communicate to our students that they are created in God's image and blessed with distinctive and individual personalities, endowed with special talents for a special purpose.

STATEMENT OF MORALITY

We believe that God commands that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual perversion including but not limited to homosexuality, lesbianism, bisexuality, adultery, and pornography are perversions of God's will regarding sexual intimacy. According to the Bible, God made us the gender He chose and attempts to alter one's gender is deviant from His will. (Gen. 2:24; Gen. 19:5, 13, Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; 6:9, I Thess. 4:1-8; Heb.13:4). We believe that the only legitimate marriage is the joining of one man and one woman. (Gen 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23) Anyone involved in the promoting of such lifestyles inconsistent with Scripture as described above is out of harmony with God's design and the standards set forth for NFC Academy.

VIRTUAL STUDENT SAFETY

All employees at NFC Academy are required to complete and pass a Level 2 background check before beginning work in any position at the Academy. In addition, employees are expected to review and adhere to the Academy's Ethics in Education Policy, which outlines standards and expectations regarding employee conduct, alleged abuse, and child safety. This policy is available on the NFC Academy website under the Parent Resources section.

GENERAL INFORMATION

CALLING THE ACADEMY

NFC Academy has an automated answering service that will permit you to go directly to the department you are calling, or you may dial the direct number to an office as noted. When you call the Academy and the automated attendant answers, you may immediately dial the extension of the office you are calling, and your call will be transferred to that department. If you do not know the extension of the office you need, the attendant will give you selections to make that will forward your call to the correct office.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Parents should notify the Academy immediately of any change of address, email, or telephone number (home or business). Email is the primary method of communication, and the Internet is necessary to access on-line records through FACTS. It is important that we have this information, so parents have timely access to the educational program and the administrative software that allows access to their accounting information allowing them to make payments and to view completed semester grades.

CHANGE OF INFORMATION

When the parent/guardian has the need to make a change in the student's information, we suggest that they go to the NFC Academy website to make these changes through FACTS or notify the Academy office.

EXCEPTIONS

On occasions exceptions to a policy may be made when circumstance(s) warrant it in the view of the administration. An exception made for one on any policy is not an exception for any other on that policy or any other policy. All decisions regarding policies are made by the administration and are final.

GENERAL STATEMENT OF POLICY

NFC Academy retains the right to make changes, amendments, and corrections to the rules and policies of the Academy at any time, with or without prior notice. While NFC Academy is not a campus-based school, except for those enrolled in the local area and participating in our extra-curricular activities of our brick and mortar school, North Florida Christian School, parents and students should take careful note of the expectations of behavior for Academy students which would be consistent with the Academy's Mission, Educational Objectives, and Statement of Faith. Students whose behavior does not meet the expectations in the sole judgment of the administration may be asked to withdraw from NFC Academy.

IGNITIA PARENTS PORTAL

You will be given access to view your son or daughter's progress using the Ignitia Parent Portal for students in grades 3-12 in the HomeSchool Advantage (Academy Teacher) Program. This

allows you to keep track of daily assignments, due dates, completion dates, and grades on the assignments. It is an important tool to help you keep your child working on pace to complete their work as scheduled. It is essential for parents to actively check their child's progress multiple times each week and ensure students are working at a pace to complete their individual school terms.

NON-DISCRIMINATION POLICY

NFC Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of educational policies, admissions policies, and other school-administered programs.

PARENT ENGAGEMENT

Homeschool or Home Education, by definition, suggests that parents are actively engaged in the learning process whether they are the primary teacher when permitted or NFC Academy teachers are the primary teachers. Students reside in the home, and much of the motivation and supervision to ensure students are working the time required to complete the courses successfully is the parents' responsibility. NFC Academy provides tools in the NFC Academy Ignitia Parent Portal that allow parents to check on the student's completion of every daily assignment in the courses.

PARENTS' WEB/PARENT PORTAL

FACTS is our web-based program which places all our school administrative functions in one software package and gives parents and students many added benefits through the on-line grade book, account information, and much more. Parents Web is a private, secure site that allows parents to see detailed information specific to their child. Once enrolled in NFC Academy, parents will be given the necessary instructions needed to set-up their own FACTS account. This parent access is different from your Ignitia Parent Portal.

The NFC Academy Ignitia Parent Portal is an essential tool for every parent. Homeschool in the NFC Academy Homeschool Advantage Program does expect and need the parents to be engaged in the student's learning and the Ignitia Parent Portal allows you to check daily the progress your child is making in the program. When you are sent the set-up email, it is important that you set up your Ignitia Parent Portal within 48 hours or the access to set up will expire. If that happens, we can send you another set-up email and will do so whenever needed. Using your Ignitia Parent Portal, you can track every daily assignment, checking to ensure it was completed on time and with a successful grade.

RECORDS

All school records for students are under the control of the school administration. Students'

records are available for inspection by the legal parent/guardian. No student's school records are available to any third party without the written authorization of both the student's legal parent/guardian and the administration of NFC Academy.

STATE REQUIREMENTS

Each state enacts its own legislation which covers elementary and secondary education. Some states may recognize distance education as being "home schooling," while others may classify it differently. It is the responsibility of each parent to comply with any state requirements for enrollment in NFC Academy. NFC Academy is an accredited private school serving homeschool families throughout the United States and around the world. As an accredited school we set up each student's academic year to meet a typical 180-day school year/90-day semester to meet compulsory attendance requirements that your state may have. Students who are not active in their course work for a period of 30 days may be listed as "inactive". This means NFC Academy will not be able to confirm the student meets the defined compulsory attendance requirements.

SUPERVISION

Upon enrollment, there must be a home supervisor for the student(s). The home supervisor is typically the parent. On some occasions, the at-home teacher may be someone different than the parent, although selected by the parents. It is recommended that parents check any state requirements for the selection. Unless notified differently, NFC Academy will accept those listed on the application as the home supervisor.

TEACHER CERTIFICATION

Teachers at NFC Academy hold degrees in their subject areas and are professionally certified teachers by the Florida Association of Christian Colleges and Schools (FACCS/IACCS), another certifying body, or otherwise hold the proper educational credentials to teach the assigned subjects. The teacher, along with the homeschool-based parent/teacher, has the responsibility for the academic progression of each student in the Homeschool Advantage Program. While NFC Academy teachers in the NFC Academy Teacher (Homeschool Advantage) Program work to ensure academic progress, the parents in the home have a necessary part to ensure students work daily and are completing assigned lessons that are due each day.

TECHNICAL SUPPORT

Technical support can be accessed through the toll-free phone number during regular business hours of 7 AM to 5 PM Central Time, Monday-Friday. Requests over the weekend will be handled the next business day. Remember, technical support cannot answer academic questions or open assignments. For those requests, please contact the assigned teacher or call the Academy office.

- Ignitia - 1-877-251-6662; Monday – Friday, 7 AM – 5 PM Central Time

TECHNOLOGY REQUIREMENTS

Ignitia Technical Support should be able to solve your questions through your initial contact with them. Access and assistance with both the Learning Management System and the Teacher/Student Communication System will be addressed as needed.

The basic technical requirements are given below:

- Windows or Mac Operating Systems
- High speed broadband or cable connection; dial-up connections will not work

BROWSERS

Most browsers work well with Ignitia including Firefox, Google Chrome, Explorer/Edge, Safari, and some others. Users should keep in mind that certain browsers whose operation is “open source” may permit a change to be made on a display screen if the users accidentally engage that function. What is displayed as data and information may be different than the official information on the server. This typically only alters numeric data for a score or percentage to appear differently than the accurate information on the official server. Once the screen is changed, that display is lost.

| Topic | Recommendation | Settings | Notes |
|--------------------------|---------------------------------|--|---|
| Browser | Mozilla, Firefox, Google Chrome | Recommend latest version | |
| Browser | Explorer/Edge | Recommend latest version | |
| Browser | MAC Safari | Recommend latest version | |
| Multimedia | Adobe Flash | We recommend the latest version Support for Flash ends 2020 | Ignitia will not display videos or other media if Flash is not installed properly |
| Applets | JavaScript | Version – latest | JavaScript must be enabled for pages to render correctly |
| PDF Reader | Adobe Acrobat | Latest Update | Reports are generated as PDF file. |
| Broadband | High speed Internet | | |
| Operating Systems | Windows or Mac | | |

Please note these recommendations may change depending upon changes in the platform being used.

NETWORK CONSIDERATIONS:

1. Passwords – Disable features that automatically save passwords for security.
2. Disable Auto Complete – as it often looks like a list of answers from which to select.
3. Cache – Enable cache but set browsers to clear the cache when closed.

ADMISSIONS

ENTRANCE GUIDELINES FOR ADMISSIONS

These guidelines are to help guide parents on ages that are normally expected in a traditional school:

| Grade Level | Minimum Age | Maximum Age |
|------------------|-------------------------|-----------------------------|
| 3 rd | 8 on or before Sept. 1 | No older than 9 on Sept. 1 |
| 4 th | 9 on or before Sept. 1 | No older than 10 on Sept. 1 |
| 5 th | 10 on or before Sept. 1 | No older than 11 on Sept. 1 |
| 6 th | 11 on or before Sept. 1 | No older than 12 on Sept. 1 |
| 7 th | 12 on or before Sept. 1 | No older than 13 on Sept. 1 |
| 8 th | 13 on or before Sept. 1 | No older than 14 on Sept. 1 |
| 9 th | 14 on or before Sept. 1 | No older than 15 on Sept. 1 |
| 10 th | 15 on or before Sept. 1 | No older than 16 on Sept. 1 |
| 11 th | 16 on or before Sept. 1 | No older than 17 on Sept. 1 |
| 12 th | 17 on or before Sept. 1 | No older than 18 on Sept. 1 |

MY APPLICATION

NFC Academy has created a dedicated web page for newly enrolled students titled “My Application.” Newly enrolled families will be given a link to this page so you may keep up with the process we follow in getting the student ready to begin their courses. For each action we take in the process you will receive an email on most occasions and a phone call for a few as new departments begin working on your new application. To access that platform, you will use the credentials you used to set up your account to complete your application. In case you did not keep that we can assist you in creating new credentials.

ENTRANCE PLACEMENT/ASSESSMENT

For students entering grade 3rd-8th, entrance placement can be made using previous report cards and standardized achievement testing results. Acceptable standardized tests would be norm referenced tests such as Stanford 10, CAT, Terra Nova, and other similar widely accepted test results. Typical state constructed tests do not meet the criteria for placement evaluation.

Students entering the 9th grade year and afterwards will be evaluated on the above criteria and the review of their high school transcript.

Any student who does not have the most recent year of standardized testing results

available may need to take a diagnostic test in the language arts and math sections. This testing is done online for grades 3rd and up while K-2nd will use a printed version that will be sent by the K-7th Grade Program Director and can be done immediately after enrollment. There is no charge for testing for enrolled students. When all records are complete along with any possible required interviews, students may be accepted into the school. If records indicate a significant academic problem, the student may be accepted provisionally. Once a student demonstrates the ability to be successful at NFC Academy, the provisional status will be lifted. If the student is not able to be successful at NFC Academy, another school placement will be recommended.

FULL-TIME STUDENTS

Full-time students at NFC Academy High School attend the high school program of study with the intent to graduate and receive their high school diploma from NFC Academy. Full-time students are typically taking six courses to complete the required 24 credits for graduation.

The following materials are necessary for full-time enrollment status:

- Application for Admissions. (completed on-line). Families coming through Scholarship states will be asked to complete demographic information for the Academy if that information is not available in the state process.
- Birth certificate
- Release of Transcript form signed by parents
- Students may be enrolled and begin courses with unofficial records. We do recommend that care be followed for students using unofficial records. If those records do not align with the official records which must be received by the end of the first term at NFC Academy, the student would be required to meet any academic requirements that are deficient in the unofficial records compared to the official records.
- Official transcripts and other school information
- Payment of the non-refundable Course Enrollment fee of \$100 (on-line)

NFC Academy requires a GPA to begin at NFC Academy of 2.0 which is a “C” or better. Applicants with a GPA below a 2.0 may request a waiver of the required 2.0. Any waiver given will place the student on Academic Probation and requires a Performance Agreement Contract for the student. Students will be released from probation after the completion of a successful first semester with maintaining a minimum of a 2.0 in course work for that semester.

A student must have a minimum of a 2.0 to graduate from NFC Academy, and a student may be asked to leave the Academy if they do not have their overall average at 2.0 or higher by the first semester of their senior year.

INTERNATIONAL STUDENTS

NFC Academy is available to international students. See our web page for International Students. Applicants should be proficient in English prior to enrollment in NFC Academy. Proficiency can be demonstrated by:

- Successful completion from an English-speaking school for the year immediately preceding enrollment in NFC Academy.
- Successful completion within the past two years of an approved standardized English proficiency from a standard English-speaking test.

All records coming to NFC Academy from a foreign school system in a world language must be translated to English and the educational system of the United States regarding school years and credits for Academy placement. The Academy suggests as one site for this work: Josef Silny & Associates.

PART-TIME STUDENTS

NFC Academy accepts part-time students under the following guidelines. As an accredited school, NFC Academy students are expected to meet the clock-hour requirements for the awarding of high school credit for completed courses. While online courses offer the student flexibility in their schedule of how they complete their course, the successful completion of an online course is done the same way as in the traditional school setting...investing time in the course work whether you are in a traditional semester, block schedule, summer/winter/interim schedule.

NON-HIGH SCHOOL AGED STUDENTS

Students who do not fall within the general guidelines for high school aged students may attend NFC Academy but may be ineligible for competition in athletic programs that a state association may make available for homeschool students. Students being homeschooled with a desire to participate in athletic programs when allowed should consult the governing association for their requirements.

- 15-16 for 9th grade
- 16-17 for 10th grade
- 17-18 for 11th grade
- 18-19 for 12th grade

Students older than 18 years may be admitted to NFC Academy for individual courses. Students older than 18 years considered as “adult-aged” students may be eligible to take high school courses through the NFC Academy program toward a diploma.

TRANSFER CREDITS *(Schools and Homeschools)*

ACCREDITED SCHOOLS

All students transferring to NFC Academy will have all high school credits transferred when coming from another regionally accredited school. The credits must appear on an original of the school's transcript presented to NFC Academy. Credits earned at non-accredited high schools will be evaluated on an individual basis. NFC Academy recognizes all regional accreditation associations, Cognia, The Association of Christian Schools International (ACSI), the Middle States Association – Commissions on Elementary and Secondary Schools (MSA-CESS), the Florida Association of Christian Colleges and Schools (FACCS), and other associations with accreditation protocols with the National Council for Private School Accreditation (NCPSA).

HOMESCHOOLS

Transcript grades earned by a homeschool student will be recognized and awarded if the student's transcript is from an accredited Christian/Private school that has a home school umbrella program. If a student is registered with a local home school association and the association regulates testing and provides an official transcript, the transcript may be recognized at the time of transfer.

If the conditions above are not met, an assessment of previous courses will be made to determine acceptance. If approved, the student must take the next level of course(s) at NFC Academy with a passing grade. The documentation provided to NFC Academy from the parent must include:

- Curriculum used (names of text and publisher per grade level)
- Daily Lesson Plans
- Assessment/Evaluation - daily quizzes, weekly and quarterly tests, book reports, term papers, projects
- Annual achievement testing scores (Stanford, Iowa Basic Skills, etc.)

TRANSFERS BEGINNING OF A SEMESTER

Students will begin and complete all work for a course when starting a new semester at NFC Academy.

TRANSFERS DURING A SEMESTER

Students who transfer to NFC Academy during a semester will have their work evaluated according to the Academy's policy related to accreditation and homeschool evaluations. Students typically will be given credit for work completed at their previous school for the given period of time spent during a current ongoing semester of work when the work appears on the student's transcript with grades recorded and attendance verified. NFC Academy

accepts students as outlined below:

- Kindergarten – 12th grade starting their new school year of any grade at any date.
- Online grades 3rd-12th transfer to NFC Academy during the first semester with credit given for work already completed in the first semester based upon school records received.
- Kindergarten – 11th grade may start their second semester with NFC Academy transferring at the beginning of the semester with credit given from previous school based upon school records received. All students transferring to NFC Academy from another school after the beginning of the 2nd semester will complete all work for a 2nd semester course at NFC Academy.

NFC ACADEMY PARENT STUDENT AGREEMENT

The school, the parent, and the student are partners in most any educational setting. The best chance for all to be successful is an understanding of our goals and responsibilities in this important endeavor. It is necessary upon enrollment that parents and students agree to the information in this parent agreement.

NFC ACADEMY

It is our goal to support and encourage our parents and students in the following ways:

- NFC Academy's curriculum is written from a Bible-centered, Christian worldview in accordance with the Academy's Statement of Faith.
- NFC Academy will use a variety of educationally sound tools that will properly place students at their current level of academic achievement. Those tools include previous school records, assessment tests that are available at NFC Academy when needed, and discussions with parents.
- NFC Academy will provide a comprehensive program of study from Kindergarten through High School which can lead to graduation from NFC Academy.
- NFC Academy will provide parents with assistance in the academic, administrative, and technological areas, including technical support.
- NFC Academy will provide in the Teachers Online program qualified teachers who will provide instruction, answer questions, and provide grading, recording, and the reporting of student progression on a regular basis. Reports will include scheduled report cards and transcripts needed for college admissions and work-related inquiries.
- NFC Academy will provide to those in Kindergarten – 2nd grade Online and Digital Video Streaming programs and the Home Teacher Program (grades 3rd-12th online) for those being the primary teacher at home an NFC Academy Resource staff assistant to answer general questions throughout the year and complete the required report cards.
- NFC Academy is a fully accredited school by Cognia the Middle States Commission on Elementary and Secondary Schools and the Florida Association of Christian

Colleges and Schools.

- NFC Academy's high school core courses have been approved by the NCAA to meet initial academic eligibility for student athletes in the NFC Academy Teacher Program.
- NFC Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at the school and the school does not discriminate based on race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarships, loan programs, and athletic and other school administered programs.
- The online learning programs will provide students with their daily work requirements working with their teacher(s), so they meet their scheduled school end date.

NFC ACADEMY PARENTS

- As a parent, I will review and abide by all policies and procedures in the Academy's Parent Handbooks and as expressed on the Academy's website and in the NFC Academy emails.
- I understand that it is my responsibility to meet all applicable local and state educational laws and requirements. NFC Academy is a registered private school with the Department of Education in the state of Florida and meets statutory requirements for a private school in the state of Florida.
- Any additional courses required by another state in a student's courses of study is the responsibility of the home parent to notify NFC Academy as a part of the Path to Graduation or Academic Plan that is issued to each full-time student each year.
- I understand I am responsible for providing onsite supervision for my student and motivating my student to follow and complete each assigned course of study within the designated enrollment period. I understand the Ignitia Parent Portal is a key to effectively monitoring my student's work and will use it actively in doing so. Checking should include the due date of each daily assignment, its completion date, and final grade. If completion dates are not consistent with due dates, that will tell the parent that the student is likely getting off their schedule for completion of their work, and steps should be taken to have the student get caught up in their work.
- I understand that the academic year is considered to be 180 school days and that the Academy allows 10 months to complete a full year of course work. If my child needs additional time to complete the schoolwork, then I may request an extension of time to complete the work. Parents must request in writing an extension for course work, and the decision is at the discretion of the Academy following the policy of no more than one calendar year to complete all course work.
- I understand it is my responsibility to pay all tuition and fees as set by the Academy depending upon the tuition option I have selected--- annually, semi-annually, or monthly.
- I understand that the Course Enrollment fee is non-refundable once it has been processed, regardless of placement tests or other considerations. The Course Enrollment Fee covers the process for obtaining records, evaluation of records, the creation of the Academic Plan or Path to Graduation, and the activities included in

the enrollment in the Learning management System.

- I have or will read the Tuition Policies on the Tuition Information page of the NFC Academy website under Admissions.
- I am aware that the Academy may change policies and procedures as needed. These changes may appear in the Academy email or an updated handbook on the Academy's website, or on a page on the Academy's website.
- I agree to update the Academy with current contact information, including email, postal and shipping addresses, and telephone numbers.
- The NFC Academy online newsletter is a primary means of communicating general and specific information, including policy changes and updates to NFC Academy families and friends. By enrolling my student in NFC Academy, I grant the Academy permission to send me the Academy online newsletter and other email and will remain subscribed to such correspondence as long as one or more of my children are enrolled in the Academy.
- From time to time, NFC Academy uses parent and student testimonials in its communication and advertising. I give permission to NFC Academy to use testimonials I have provided along with a photograph(s) of my child(ren) that I have provided for use. These testimonials may include academic achievements at the Academy and/or other notable accomplishments of my children in activities unrelated to NFC Academy. I understand it is the decision of NFC Academy whether to use any information submitted by parents.

NFC ACADEMY STUDENTS

- Believing it is my responsibility as a student and person to uphold standards of honesty and integrity, and understanding that NFC Academy is a school with a Biblical Worldview--I have a responsibility to God and the Academy therefore:
 - I will do my best to complete my schoolwork by myself, but if I need help, I will let my parent or teacher know.
 - I will show courtesy and respect in all communications with Academy staff and teachers.
 - I will do my best to follow the Academy rules and complete my work on schedule.
 - I will not cheat. I will answer the questions on my quizzes and tests from studying and work without help from any other person or source.
 - I will not share answers with another student.

ACADEMICS – KINDERGARTEN – MIDDLE SCHOOL

ACADEMIC PROGRESS

Parents select homeschool for a variety of reasons with one being its flexibility for the family. NFC Academy provides the flexibility most parents desire, but there are expectations for consistent academic work that keeps students moving forward successfully in their academic courses.

Regular academic evaluations and reports are completed by the Academy, and parents and students will be notified when academic progress appears to have stopped or slowed significantly. When planned breaks are scheduled by the parents that will prevent students from active work during a brief period of time, notification should be made to teachers if students are in the Homeschool Advantage program.

ACHIEVEMENT TESTS

NFC Academy full-time students in grades 3rd – 11th may take the Stanford Achievement Test Online in April of each year. Students in Kindergarten through 2nd grade will take the hard copy version. Test booklets for K-2nd will be mailed to the home and then mailed back to NFC Academy for submission to the test publisher for scoring. Copies of the test results will be sent to each family from K-11th grade in a PDF file via email after all scoring has been completed. This test will meet many state requirements for standardized testing. When NFC Academy is required by a state to administer this or a similar test to students in a state's scholarship program, this test will be required for those in that state's scholarship program through their attendance at NFC Academy.

ATTENDANCE

The most successful online students are self-motivated and use a system to manage their time with a defined schedule that meets the goals of the student and family schedule. Student courses are conducted asynchronously, meaning each student in the same course may be at different places in the same course because of a different start date.

All assignments and unit work must be completed by students, and no work is skipped which is a part of the course outline and assignments as given by the instructor. When a student is to be out for a period (days), they should notify their instructor. Students may be temporarily suspended from a course if they are not making regular progress in their program. A meeting with the Academy Administration may be needed to find a solution to help the student with their daily work schedule.

The learning software tracks the time the student spends online working on the assignments. This tool provides information to the instructor of the participation/attendance so an accurate means of assessment in this area can be measured. Attendance can be measured in several areas of the course:

- Active engagement online in the daily lessons and exercises.
- Regular submission of course assignments and unit completion work.
- Successful completion of quizzes and tests.
- The timely completion and submission of projects and other assignments online.

ATTENDANCE POLICY

NFC Academy measures attendance through regular, active participation in coursework rather than physical presence. Students must log in consistently, complete lessons and assignments in the assigned order and pace, submit work on time, respond promptly to teacher communications, and maintain at least a 70% overall average with measurable progress. The program follows a 180-day school year (or 90-day semesters). Planned extended absences should be communicated to the teacher and office in advance. We monitor participation monthly; unexplained inactivity for 30+ consecutive days may result in a student being withdrawn from the program. If a student stops working, teachers and the Academic Office will make multiple contact attempts. If no improvement occurs, parents receive a notice stating that continued non-engagement will lead to a report card with failures in all courses and the inability to verify compulsory attendance to any state agency.

For students receiving state scholarship funding (e.g., Florida Step-Up or similar programs), we monitor participation closely to support compliance with state scholarship rules. If interventions fail and the student continues not working, NFC Academy cannot verify attendance or progress for the scholarship provider. We will notify the state scholarship agency of the lack of engagement, and scholarship funding may be jeopardized or discontinued for the year as determined by the state program. Parents are responsible for monitoring daily progress, responding promptly to school communications, and (for scholarship families) reviewing and sharing any state-specific requirements. Consistent daily work protects grades, meets legal obligations, and preserves funding where applicable.

COURSE INFORMATION

All courses have been aligned with the appropriate course code by the State of Florida Department of Education. Courses utilize the foundational material delivered using the Internet as well as other required books and materials to complete the course. All material required to complete a course is available to the student within the Academic Instructional Library (AIL). The official Welcome Letter contains information for the parent to communicate with the teacher through email. Students can contact their teachers in the Learning Management System. The courses will comprise portions of the following:

1. Course assignments for each semester. The assignments will be in the Academic Instructional Library (AIL) and available on the NFC Academy website. All work in the AIL is required to complete a course successfully. While there are some optional assignments provided in the online curriculum, those options have been reviewed by the Academy Academic Department and determined which essay, project, or lab must be included in the course work to reach the expected learning outcomes of the course.
2. Required and recommended books for reading and other course completion.
3. Participation in individual assignments. Course projects/essays/reports demonstrate a mastery of materials and allows the students to demonstrate essential critical thinking and applications skills.

4. Available engagement with the teacher and other academic instructional specialists.

COURSE MATERIALS

Most of the course materials will be provided over the Internet through the course program much like the textbooks provided for the “brick and mortar” school. Some courses will have additional books for reading and other supplemental materials. In some cases, the supplemental materials may be available at no or minimal costs. Students may also purchase e-books for those who have readers when materials are available. The Course Overview will provide information on any additional material required. The instructor will offer you suggestions on where you may purchase any that are needed.

DROPPING A COURSE

Students who drop a course by the end of the first two weeks of the assigned work will do so without academic penalty. Parents should review the financial section regarding the withdrawal from a course to determine if there is any financial penalty. Dropping a course is not the same as withdrawing from the Academy. Dropping an honors or AP course will include a financial charge for the course.

ELECTIVES

NFC Academy students in grades 3rd-8th may add available electives to their course of study. Please review the NFC Academy Course Catalog for available electives or visit the NFC Academy website. The tuition for Elementary grades 3rd-5th and Middle School grades 6th-8th is based upon 5 courses, and there is an additional charge for a 6th course in grades 3rd-8th. Please see the financial section for additional information.

GRADING, GRADES, AND CREDITS

NFC Academy has an established grading policy that conforms to the State of Florida grading scale and meets the standards of our accrediting agencies which are Cognia, the Middle States Commission on Colleges and Schools and the Florida Association of Christian Colleges and Schools. As an accredited school, coursework completed at NFC Academy is accepted by other accredited schools if a student must transfer.

Each unit is assigned weighted totals as typically one-tenth of the yearly average for courses with 10 units and one-twelfth for courses with 12 units. If the course is a semester-long, then the results are calculated using the semester requirements of typically 5 or 6 units.

Grading of courses is as follows:

All Regular Courses

| | |
|----------|-----|
| Lessons | 35% |
| Quizzes | 25% |
| Projects | 10% |
| Tests | 30% |

Grades 9-12 – English, Science, History

| | |
|----------|-----|
| Lessons | 30% |
| Quizzes | 25% |
| Projects | 15% |
| Tests | 30% |

All Math Courses/World Languages I & II

| | |
|---------|-----|
| Lessons | 40% |
| Quizzes | 30% |
| Tests | 30% |

World Languages III

| | |
|----------|-----|
| Lessons | 35% |
| Quizzes | 30% |
| Projects | 5% |
| Tests | 30% |

Courses that do not have projects will have that percent mathematically divided and assigned to the other grade areas evenly.

GRADING MATH RESOURCES FOR MATH 7, MATH 8, ALL ALGEBRA AND GEOMETRY COURSES

The Math Resources Learning Library is a supplemental resource which is used in conjunction with the subject of Math 7 and Math 8. They are not meant to serve as individual, stand-alone courses. These resources serve as a library of additional material to supplement the respective course for the student.

Students are encouraged and expected to use the Resource course for their respective math course. Students who complete the Math Resources will be able to have added to their final semester grade the following schedule of points:

1st Semester – Complete the Math Resource (1st semester units) exercises with a minimum cumulative grade in the Math Resource of:

- Cumulative grade of 80-100 will add 5 points to the final grade as calculated in the averaging of units for the first semester in the math course.
- Cumulative grade of 70-79 will add 4 points to the final grade as calculated in the averaging of units for the first semester in the math course.
- Cumulative grade of 60-69 will add 3 points to the final grade as calculated in the averaging of units for the first semester in the math course.

2nd Semester – Complete the Math Resource (2nd semester units) exercises with a minimum cumulative grade in the Math Resource of:

- Cumulative grade of 80-100 will add 5 points to the final grade as calculated in the averaging of units for the second semester in the math course.
- Cumulative grade of 70-79 will add 4 points to the final grade as calculated in the averaging of units for the second semester in the math course.
- Cumulative grade of 60-69 will add 3 points to the final grade as calculated in the averaging of units for the second semester in the math course.

These Ignitia Math Resources are different from the Math Video Library is available and is a resource for the student to aid the student in being successful in their math course. These are not exercises graded by the teacher but are designed to provide the student with extra practice and instruction to supplement the curriculum and teacher instruction. There is no penalty for not completing the Math Resources other than the likelihood of not doing as well

in the course. The reward for completing the Ignitia Math Resources is noted above this paragraph.

There are additional math resource libraries for most math courses at NFC Academy. These math resources are available on our website and typically provide additional math instruction from researched math helps from various sources available on the Internet

GRADING SCALE

| | |
|----------|---|
| 100-90 | A |
| 89-80 | B |
| 79-70 | C |
| 69-60 | D |
| Below 60 | F |

INCOMPLETE GRADE

An incomplete grade will be recorded at the end of the designated semester if the student has not completed the work. The student may request an extension to complete the required work. If all work in a course is not completed, credit will not be awarded, and a grade of “F” will be recorded.

INDIVIDUAL ACADEMIC PROGRESS

Academy courses will take a student the typical semester to complete which will include time on the computer, research time, study time in preparation for graded assignments, and time to complete writing of reports, essays, projects, and science experiments. Students who may appear to be completing a course in a time inconsistent with the typical progress will result in the administration doing research to determine if the student is completing the work in an acceptable fashion.

ONLINE LIBRARY RESOURCES

All NFC Academy students in grades 3rd – 12th online have the Britannica School platform, plus an array of other on-line sites for research that are available for students use. Students may use these research tools anywhere they have Internet access. *These are* a comprehensive on-line library of books and research information allowing the student to create his/her own holdings of books for various projects.

REPORT CARDS

Report cards are available for viewing and printing through the FACTS Parent Portal as the courses are completed. Hard copies may be mailed when requested by the parent.

STUDENT ACADEMIC REPORT

As a part of our commitment to work as partners with the homeschool family, NFC Academy completes a formal Academic Report monthly. The intent of this report is for notification purposes to the family of several areas. Parents will receive a monthly academic report on each course indicating the progress (quantity – amount of work completed) in the previous four weeks and the quality (score-grade). Students at risk of falling behind in their course work will be highlighted to the parent by our Academic Office. Students failing to engage in the academic program will also be noted and extended periods of no academic work could be referred to their local school district of failing to meet compulsory attendance requirements.

FAILURE TO PROGRESS PROCEDURE

As a result of the Academic report, if a student is found to have made no (0%) academic progress for that period of time that student will begin to have more focused follow up in an effort to engage the student in their work.

STUDENT PARTICIPATION REQUIREMENTS

All NFC Academy courses are academically sound, requiring student participation, and preparing the student for academic success as they move from grade to grade. The following will ensure that each student has the best opportunity for success:

1. Each course is designed to be the equivalent of or exceeds the same course instructional work completed by a student in a “brick and mortar” school.
2. Students should submit assignments to their instructor according to the schedule provided by the instructor in the Academic Instructional Library (AIL) which is available to students on the NFC Academy website.
3. Students must log-in regularly to the course materials and show continued participation by completing assignments, projects, assessments of quizzes and tests, and discussion with their teachers using email and other electronic communication tools.
4. Students will work together with their teacher to schedule live instructional assessments. Unit tests will not be authorized until a Unit Instructional Assessment and Review has been completed and any resulting work completed as determined by the teacher.
5. Making adequate academic progress by the student includes completing work as scheduled, responding to all contacts by the teacher, and satisfactorily scoring the minimum of a -70- in their work.
6. Students must complete their own work and maintain the NFC Academy Honor Code which does not permit any form of cheating which could include others giving unauthorized assistance on assessments, projects, and other noted materials by the instructor.
7. Some students may have certain times they take off for family and other significant

events. The students must notify their teacher in advance of such absences, giving the time off and time to return to work. Depending upon the length of absence, the teacher will provide the student with any adjustments for the participation schedule that would be needed.

Each student's regular participation is a part of the permanent academic record and may be requested by another school if the student transfers. Each student's participation should be evidenced by the following:

- Continued and regular participation in the course following the schedule for completing assignments as developed and assigned through the teachers.
- Completion of all course requirements including assignments, assessments, discussions, and projects in the order in which they are due.
- Completion of all assigned units and those requirements. Assignments cannot be skipped or substituted with other materials or work outside of the NFC Academy program.

ACADEMICS FOR HIGH SCHOOL

ACADEMIC ADVISING

Academic advising services are provided by the NFC Academy trained staff by phone, email, and by pre-arranged video conference.

When a high school student is admitted to NFC Academy as a full-time student seeking a diploma, their transcripts are evaluated by the Academy staff, and a program of study is developed based upon conversations with the family/student. The diploma requirements are those required by the State of Florida and meet the standards by our accrediting agencies, Cognia, and the Middle States Commission on Secondary Schools and the Florida Association of Christian Colleges and Schools. Typical high school graduation requirements are consistent between states. These are the requirements for graduates of NFC Academy:

- English – 4 years of study
- History – 3 years of study with required subjects of World History, American History, and American Government and Economics
- Math – 4 years of study with required courses in Algebra I, Geometry, and for college preparatory, Algebra II
- Science – 3 years of study with a required course in Biology
- Physical Education and Health
- Performing Arts and Practical Arts – 1 year consisting of courses like Speech and Business Computer Applications or similar courses to fit the two categories.
- World Languages – 2 years of the same language. A college preparatory requirement but not required for graduation from high school.
- Bible – 1 course each year a student is at NFC Academy
- One-half credit in Personal Finance
- Additional elective to equal a minimum of 24 credits total

ACADEMIC PROBATION

In grades 9th-12th, a student will be placed on Academic Probation when the cumulative GPA falls below 2.0 at the end of any term. The NFC Academy Guidance Department will conduct a meeting with the student and parent outlining the expectations for future work, which will require the grades to be raised to a minimum of a 2.0 GPA. These meetings will be over the phone or via email.

ACADEMIC PROGRESS

Parents homeschool for a variety of reasons with one being its flexibility for the family. NFC Academy provides the flexibility most parents desire, but there are expectations for consistent academic work that keeps students moving forward successfully in their academic courses.

Regular academic evaluations and reports are completed by the Academy. Parents and students will be notified when academic progress appears to have stopped. When planned breaks are scheduled by the parents that will prevent students from active work during a brief period of time, notification should be made to teachers if students are in the Teacher's Online Program and have Academy teachers.

ATTENDANCE

The most successful online students are self-motivated and use a system to manage their time with a defined schedule that meets the goals of the student and family schedule. Student courses are conducted asynchronously, meaning each student in the same course may be at different places in the same course because of a different start date.

All assignments and unit work must be completed by students and no work is skipped which is a part of the course outline and assignments as given by the instructor. When a student is to be out for a period (days), they should notify their instructor. Students will be suspended temporarily from a course if they are not making regular progress in their program. The meeting with the Academy administration will be to find a solution to help the student with their daily work schedule.

The learning software tracks the time the student spends online working on the assignments. This tool provides information to the instructor of the participation/attendance so an accurate means of assessment in this area can be measured. Attendance can be measured in several areas of the course:

- Active engagement online in the daily lessons and exercises
- Regular submission of classroom assignments and unit completion work
- Successful completion of quizzes and tests
- The timely completion and submission of projects and other assignments online

ATTENDANCE POLICY

NFC Academy measures attendance through regular, active participation in coursework rather than physical presence. Students must log in consistently, complete lessons and assignments in the assigned order and pace, submit work on time, respond promptly to teacher communications, and maintain at least a 70% overall average with measurable progress. The program follows a 180-day school year (or 90-day semesters). Planned extended absences should be communicated to the teacher and office in advance. We monitor participation monthly; unexplained inactivity for 30+ consecutive days may result in a student being withdrawn from the program. If a student stops working, teachers and the Academic Office will make multiple contact attempts. If no improvement occurs, parents receive a notice stating that continued non-engagement will lead to a report card with failures in all courses and the inability to verify compulsory attendance to any state agency.

For students receiving state scholarship funding (e.g., Florida Step-Up or similar programs), we monitor participation closely to support compliance with state scholarship rules. If interventions fail and the student continues not working, NFC Academy cannot verify attendance or progress for the scholarship provider. We will notify the state scholarship agency of the lack of engagement, and scholarship funding may be jeopardized or discontinued for the year as determined by the state program. Parents are responsible for monitoring daily progress, responding promptly to school communications, and (for scholarship families) reviewing and sharing any state-specific requirements. Consistent daily work protects grades, meets legal obligations, and preserves funding where applicable.

COLLEGE COUNSELING

The trained staff at NFC Academy will provide our students with college counseling support that helps them in preparing to enter the college of their choice. Counseling involves ensuring that the high school program meets the goals established by the student and family to enter college. Like the educational program, the college counseling program seeks to meet the needs in each student's life, including spiritual, academic, and professional goals. Areas that can be included are the application process, financial aid, and career selection along with other areas which may be unique to a specific college or university. It is always recommended that the student know what the college they select requires and communicate all the information to their college counselor at the Academy.

COURSE INFORMATION

All courses have been aligned with the appropriate course code by the State of Florida Department of Education. Courses utilize the foundational material delivered using the Internet as well as other required books and materials to complete the course. All material required to complete a course is available to the student within the Academic Instructional Library (AIL). The official Welcome Letter contains information for the parent to communicate with the teacher through email. Students can contact their teachers in the Ignitia Learning program. The courses will comprise portions of the following:

1. Course assignments for each semester as determined by the instructor. The assignments will be in the Academic Instructional Library (AIL) and available on the NFC Academy website. All work in the AIL is required to complete a course successfully. While there are some optional assignments provided in the online curriculum, those options have been reviewed by the Academy Academic Department and determined which essay, project, or lab must be included in the course work to reach the expected learning outcomes of the course.
2. Required and recommended books for reading and other course completion.
3. Participation in individual assignments.
4. Course projects/essays/reports to demonstrate a mastery of materials and allow the student to demonstrate essential critical thinking and application skills.

5. Available engagement with the teacher and other academic instructional specialists.

COURSE MATERIALS

Most of the course materials will be provided over the Internet through the course program much like the textbooks provided for a “brick and mortar” school. Some courses will have additional books for reading and other supplemental materials. In some cases, the supplemental materials may be available at no or minimal costs. Students may also purchase e-books for those who have readers when materials are required. The instructor will offer you suggestions on where you may purchase any that are needed. The course overview will provide information on any additional supplemental materials required.

COURSE OF STUDY

While a student’s course of study will reflect their own individual goals for study, a student’s typical course of study could look somewhat like the following in the college preparatory program. Course selections can be altered based upon some students earning advanced credit in 8th grade. Students who transfer to NFC Academy during or after the 9th grade year may have a course of study that is different based upon their courses transferred from their previous school.

FRESHMAN COURSES – 9TH GRADE

Bible – New Testament

English I

Algebra I

Earth Science

Essentials of Communication (Speech) ½ / Business Computer Information Systems ½

Physical Fitness ½ / High School Health ½

SOPHOMORE COURSES - 10TH GRADE

Bible – Old Testament

English II

Geometry

Biology

World History

French I, Spanish I

JUNIOR COURSES – 11TH GRADE

Bible - Christian Faith and Living/Christian Theology

English III

Algebra II

American History

Chemistry, or other science

French II, Spanish II

SENIOR COURSES 12TH GRADE

Bible – Foundations for Living

English IV

Pre-Calculus, or math elective

Government & Economics

Physics, or other science or general elective

Personal Financial Literacy ½/ Elective ½

DROPPING A COURSE

Students who drop a course before the end of the first two weeks of the assigned work will do so without academic penalty. Parents should review the financial section regarding the withdrawal from a course to determine if there is any financial penalty. Dropping a course is not the same as withdrawing from the Academy. Students who fail to complete all work required for a course may have an academic penalty of an “F” issued.

DUAL ENROLLMENT

After completion of the tenth-grade year, students in some areas have the opportunity to take classes at a local junior college or regular college/university in Dual Enrollment. Students are encouraged to check with their local higher education system to investigate options that may be available to them in Dual Enrollment.

NFC Academy has established a program for Dual Enrollment with Oklahoma Christian University. Contact the High School office for more information on course offerings and program requirements.

In most instances, the student will earn credit on both the high school and the college level. Before enrolling in a dual enrollment course, an NFC Academy student must secure the permission of our Guidance Department to ensure the course will meet any core requirements needed to graduate.

EDGENUITY

Edgenuity is an online curriculum we use for some high school honor courses. It is the same corporate partner as Ignitia, and the platform is similar.

ELECTIVES

Students not pursuing a college preparatory program may substitute electives for the world language requirement and the higher-level math requirements. However, 4 math credits are

required for graduation; thus, a student not pursuing a college preparatory program would substitute other math courses for the higher-level math courses. Additional substitutes may be made in the science program for Chemistry for those not in the college preparatory program.

GRADUATION CHECKLIST

Each full-time student entering the high school will have their individual Path to Graduation created when they begin their studies. This document will give information to both the student and parents that will guide them through their high school years. The Path to Graduation will have the required courses for graduation along with electives available to the student.

GRADUATION REQUIREMENTS PLANNING TOOL (*College Preparatory*)

| High School Subject Area | NFC Academy Program | State of Florida |
|------------------------------------|--|--|
| English | Four Years Required | Four Years Required |
| Mathematics | 4 Years (<i>Algebra I, Geometry, if in college prep also Algebra II</i>) | 4 Years (<i>Algebra I, Geometry, if in college prep also Algebra II</i>) |
| Social Studies | 3 Years (<i>World History, American History, Government and Economics</i>) | 3 Years (<i>World History, American History, Government and Economics</i>) |
| Science | 3 Years (<i>Biology, 2 Other Science</i>) | 3 Years (<i>Biology, 2 Other Science</i>) |
| World Language | 2 Years Same Language for College Preparatory | 2 Years Same Language for College Preparatory |
| Practical/Performing Arts | ½ Year Each (<i>Speech/Business Computers or Similar</i>) | ½ Year Each (<i>Speech/Business Computers or Similar</i>) |
| Physical Education/Health | ½ Year Each | ½ Year Each |
| Personal Financial Literacy | ½ Year | ½ Year |
| Bible | 1 Year for Each Year at NFC Academy | |
| Electives | To equal a minimum of 24 credits total | To equal a minimum of 24 credits total |

GRADUATION REQUIREMENTS

NFC Academy offers a college preparatory curriculum. Since each college establishes its own entrance requirements, it is recommended that families check with colleges of their choice to ensure their child is taking the best choices, especially in the area of electives.

Students graduating from NFC Academy must have been a full-time student at NFC Academy at least their full senior year taking a full load. Seniors are not admitted to the Academy whose GPA is below 2.0. Twenty-four (24) credits are required for graduation.

HONORS COURSES QUALIFICATIONS

All of NFC Academy's high school courses are considered college preparatory courses. Higher than that are those courses at the honors level, dual enrollment courses and AP courses. Taking courses beyond the college preparatory level may be advantageous for some in their admissions to college. Students should be cautious when taking the advanced level courses because of the increased work and time it could take to complete the courses. It may not be of benefit to take advanced level courses and receive lower grades if you are enrolled at this level of courses and additional commitments outside of your schoolwork that place too much conflict with your schedule. Students entering this level of work should be highly motivated and confident working with some independent responsibilities.

INCOMPLETE GRADE

An incomplete grade will be recorded at the end of the designated semester if the student has not completed the work. The student may request an extension to complete the required work. If all work in a course is not completed, credit will not be awarded, and a grade of "F" will be recorded.

INDIVIDUAL ACADEMIC PROGRESS

Academy high school courses will take a student the typical semester to complete which will include time on the computer, research time, study time in preparation for graded assignments, and time to complete writing of reports, essays, projects, and science experiments. Students who may appear to be completing a course in a time inconsistent with the typical progress will result in the administration doing research to determine if the student is completing the work in an acceptable fashion.

RECOMMENDED PROGRESSION OF MATH COURSES

| CURRENT COURSE | AVERAGE GRADE | NEXT COURSE |
|----------------|---------------|-------------------------------|
| | | |
| Pre-Algebra | A,B,C | Algebra I |
| | D,F | Repeat Pre-Algebra |
| | | |
| | | |
| Algebra I | A,B,C | Geometry |
| | D,F | Repeat Algebra I |
| | | |
| | | |
| Geometry | A,B,C | Algebra II |
| | D,F | Repeat Geometry |
| | | |
| | | |
| Algebra II | A,B | Pre-Calculus |
| | B,C,D | Integrated Math |
| | D,F | Repeat Algebra II |
| | A,B | College Algebra (dual enroll) |
| | | |
| | | |
| Pre-Calculus | A, B | Advanced Calculus |
| | A, B | College Algebra (dual enroll) |
| | C,D | Trigonometry |
| | D,F | Repeat Pre-Calculus |

REPEATING COURSES

For the purpose of raising a student's academic grade, they may take the same course again. The student may only earn a credit in a specific course one time. The course being replaced will remain on the student's transcript with the lowest grade showing but will not calculate in the student's credit or grade average. A student replacing a lower grade must take the entire course in order to be considered for grade/credit replacement. Students may not take any course for grade or credit replacement after completing high school. Students considering taking a course for replacement at another institution while remaining at NFC Academy must present to the Academy Academic Office information on the course prior to enrolling in the course. The Academy is under no obligation to accept any course taken to replace a course from another institution without the Academy's prior approval.

REPORT CARDS

Report cards are available for viewing and printing through the FACTS Parent Portal. Hard copies may be mailed when requested by the parent.

STUDENT PARTICIPATION REQUIREMENTS

All NFC Academy high school courses are academically sound, requiring student participation, and preparing the student for college. The following will ensure that each student has the best opportunity for success:

1. Each course is designed to be the equivalent or exceed the same course instructional work completed by a student in a “brick and mortar” school. The State of Florida requires a minimum of 135 clock hours of instructional work time for each high school course, and the NFC Academy courses are designed to meet that standard.
2. Students should submit assignments to their instructor according to the schedule provided by the instructor in the Academic Instructional Library (AIL) which is available to students on the NFC Academy website.
3. Students must log-in regularly to the course materials and show continued participation by completing assignments, projects, assessments of quizzes and tests, and discussion with their teachers using email and other electronic communication tools.
4. Students will work together with their teacher to schedule instructional assessments. Unit tests will not be authorized until a Unit Instructional Assessment and Review has been completed and any resulting work completed as determined by the teacher.
5. Making Adequate Academic Progress by the student includes completing work as scheduled, responding to all contacts by the teacher, and satisfactorily scoring the minimum of a -70- in their work.
6. Students must complete their own work and maintain the NFC Academy Honor Code which does not permit any form of cheating which could include others giving unauthorized assistance on assessments, projects, and other noted materials by the instructor.
7. Some students may have certain times they take off for family and other significant events. The students must notify their teacher in advance of such absences, giving them the time off and time to return to work. Depending upon the length of absence, the teacher will provide the student with any adjustments for the participation schedule that would be needed.

Each student’s regular participation is a part of the permanent academic record and may be requested by another school if the student transfers or if a college or university needs to verify satisfactory participation and completion of all course requirements. Each student’s participation should be evidenced by the following:

- Continued and regular participation in the course following the schedule for completing assignments in the order in which they are due as developed and assigned through the teachers.
- Completion of all course requirements including assignments, assessments, discussions, and projects.
- Completion of all assigned units and those requirements. Assignments cannot be

skipped or substituted with other materials or work outside of the NFC Academy program.

DISTANCE EDUCATION COURSE INTEGRITY

CONDUCT

ACADEMIC HONESTY

We expect all who are a part of NFC Academy to exercise the highest personal standards in all of their academic work. Academic dishonesty includes cheating, plagiarism, and any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means.

Plagiarism will be defined as student submission of any written work (essay, book report, project, research paper, or report of any kind) that is copied word for word from another source and presented as his or her own work. It includes any written work that has been summarized into the student's own words without proper citation and/or bibliographical information giving credit to the source of the material.

If a student plagiarizes their work by copying from other writers, the student's work will be sent back to be completed correctly, free from plagiarism. Continued production of plagiarized work will result in the recording of -0- for the work and may be referred to the Academic Office for a formal review.

CODE OF CONDUCT

In any setting, honorable conduct is expected and should be the goal of every member. It is expected that all students and members of the NFC Academy community will conduct themselves in such a way as to be clearly honorable, ensuring only they complete their work and all other such conduct situations. Students are expected to abide by all Academy policies and regulations. Any form of academic dishonesty or inappropriate conduct by students or applicants may result in penalties ranging from warning to dismissal as determined by NFC Academy.

INTERNET AND TECHNOLOGY USE

NFC Academy believes that the benefits afforded to educators and students from access to the Internet far exceed any disadvantages. However, the Internet and other online tools present the opportunity for abuse and improper use. It is our responsibility to ensure that Academy instructors and staff use the tools appropriately, and it is the parents' and students' responsibility to ensure that their use meets the standards of respect and appropriateness. Anyone using the NFC Academy tools for online learning inappropriately as determined by the Academy is subject to disciplinary action.

Students are responsible for good behavior on the Academy's network. Students must always show consideration and respect when participating in Academy classes and using Academy online tools. Obscene, threatening, or profane language will not be tolerated.

WRITING CENTER

For general writing help, especially on how to write to avoid plagiarism, students should go to their Library and Writing Center on the Academy website under the appropriate grade level. They will find essential videos related to organizing their writing projects and helpful information on writing to avoid plagiarism. It is expected that students will review these videos as much as possible and ask questions of their teachers as it relates to concepts that are grade appropriate for proper citations and noting of work used in a paper or project. A student's work must reflect academic integrity in the process, and if a student consistently submits work that uses material without proper citation of material used, their work will be graded down and, in many cases, receive an "F."

ARTIFICIAL INTELLIGENCE

NFC Academy recognizes that Artificial Intelligence (AI) can be a valuable tool to support learning when used appropriately. AI resources may be used to enhance understanding, provide additional practice, and assist with research or study support. However, all student work submitted for grading must reflect the student's own understanding, effort, and original thinking.

Students are expected to use AI tools responsibly and ethically. The use of AI to complete assignments, generate responses, or replace independent work is not permitted unless explicitly authorized by a teacher. Parents are encouraged to guide students in the appropriate use of these tools as part of developing strong academic integrity and digital responsibility.

Our goal is to equip students to use emerging technologies wisely while maintaining honesty, accountability, and a commitment to genuine learning.

FINANCIAL INFORMATION

STATEMENT OF POLICY

NFC Academy offers several payment options for families who enroll directly with the Academy. Standard tuition payment plans include annual, semi-annual, and monthly payment options. These plans are available to families who are not participating through a state scholarship program.

In addition to direct enrollment, NFC Academy works with a number of state-approved scholarship programs that provide educational funding to eligible families. Over the years, NFC Academy has carefully reviewed and evaluated scholarship opportunities offered by various states and has sought approval to participate in programs where the Academy meets the program requirements.

Many state scholarship programs allow participation by approved schools through education marketplaces or scholarship management systems, such as Florida's My Scholar Shop, which enables families to select and purchase approved educational services from participating schools.

NFC Academy has been approved to participate in several scholarship programs where the program requirements allow for participation by accredited online schools without requiring a physical campus within the state.

However, some state scholarship programs require participating schools to maintain a physical location within the state as a condition of approval. Because NFC Academy operates as an accredited online academy and does not maintain physical campuses in those states, we may not qualify to participate in certain state programs that include this requirement.

Families interested in using a state scholarship program should consult the specific program guidelines within their state to determine eligibility and approved participating schools. When NFC Academy is an approved provider within a state program, our Admissions staff will assist families in understanding the enrollment and purchasing process for that program.

Families may always contact the NFC Academy Admissions Office for assistance in determining whether a particular scholarship program may be used for enrollment at NFC Academy.

COURSE EXTENSION POLICY

The maximum amount of time to complete a school year of study is one calendar year when approved. In our Home Teacher Program for grades K -12th there is no additional charge for an extension of the school year. For those in our NFC Academy Teachers online program for grades 3rd-12th where NFC Academy teachers are the primary teachers there can be an

additional charge for an extension. An extension into the final month (12th month) is an additional tuition charge based on the monthly tuition amount. Parents should contact the office.

FINANCIAL POLICY

If you find that in a month you will need extra time for a tuition payment, contact the NFC Academy Business Office for an Exception Application. After the Exception Application is submitted to the Business Office, the financial committee will review the request and notify you of their decision.

REFUND/WITHDRAWAL POLICY

NFC Academy hopes families will complete their academic program with us, but if a withdrawal becomes necessary, we will work to make the process as smooth as possible.

WITHDRAWAL PROCEDURE

Parents who wish to withdraw a student must submit a **written withdrawal request** to the Academy. Once the request is received, NFC Academy will issue a **Withdrawal Authorization Number**.

For students enrolled in **online or digital programs**, the withdrawal process must be completed within **ten (10) days of receiving the Withdrawal Authorization Number**.

Full-time students are subject to a **\$75 administrative withdrawal fee**. Tuition must be paid through the **last month of attendance**, which is defined as the month when the written withdrawal request is received.

Once the withdrawal request, administrative fee (if applicable), and tuition payments are received, the withdrawal process is normally completed within **five (5) business days**.

Part-time students who have paid their tuition in full are not subject to the withdrawal fee. Part-time students approved for a monthly payment plan will follow the same withdrawal procedures as full-time students.

BOOKS AND PRINTED CURRICULUM MATERIALS

Printed curriculum materials are subject to **publisher return policies**.

Books are **not eligible for return or refund more than ten (10) days after the original shipping date**. All returns require **publisher authorization**, which must be requested through NFC Academy.

Books cannot be returned or refunded if they have been opened from the original shipping materials or show any marks, writing, highlighting, or damage.

If a return is authorized, the books must be **shipped back within ten (10) days of the authorization date**.

DIGITAL COURSES AND ONLINE ACCESS

Digital courses and online learning materials are considered **delivered services once**

access has been granted. For this reason, **tuition and digital access fees are generally not refundable once course access has been provided.**

PUBLISHER POLICIES

Printed curriculum materials are supplied through third-party publishers. NFC Academy must follow the publisher's return policies and cannot issue refunds for materials that the publisher does not authorize for return.

Parents who are considering withdrawing their student are encouraged to contact the **NFC Academy Admissions or Academic Office** so we can assist whenever possible.

RETURNED CHECKS

A returned check charge will be incurred each time a check is returned due to insufficient funds. A \$25.00 fee will be charged for all returned checks.

STARTING CLASSES

For billing purposes, students officially start classes on the 1st or the 15th of the month. The first tuition payment must be made before a student can begin working in the courses. After the first payment is made, if student enrollment occurs and students begin class work between the 1st and 14th of the month, the next billing occurs in the next consecutive month. If the student starts classes on the 15th or after, the next billing begins the 1st of the second month.

TUITION COST

Please visit the NFC Academy website for a complete review of our tuition and other costs.

TUITION PAYMENTS

Tuition payments are due before the start date of classes at NFC Academy. Tuition payments can be made on-line using the Payment Link with either the one-time credit card payment option or automatic payments can be set up using the auto pay option. Checks or money orders may be mailed directly to NFC Academy using the following address:

NFC Academy
Business Office
3000 N. Meridian Road
Tallahassee, FL 32312

All tuition accounts are maintained within the **FACTS** software system accessible to parents online 24/7. Tuition accounts are billed from the 1st of each month and are considered late after the 10th of the month due. A late fee of \$25 is charged when the account is not paid by the 10th of the month due.

TUITION REWARDS

Our current families are one of our best ways to advertise. It is our goal to meet and exceed your expectations. We hope when we do that you will tell your friends who may be considering homeschooling to consider NFC Academy. When they enroll and start, we will give you a tuition credit for each student they enroll. See our website for details.

End of Online Program Parent/Student Handbook.