



IDA Student Enrollment

Detailed Enrollment Instructions

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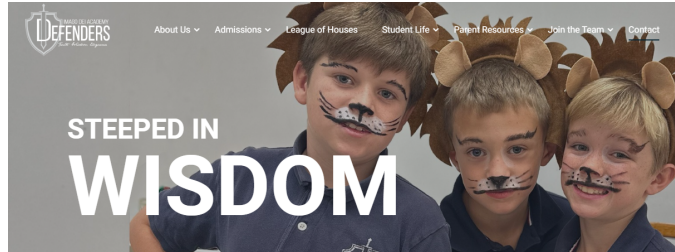
Step 35. Make a Payment

FEE WAIVED: Applicant will not be able to Submit Application and Make a Payment until Admin has Waived the Fee.

- Once Admin has waived the Fee, the enrollment process can continue on the enrollee side.

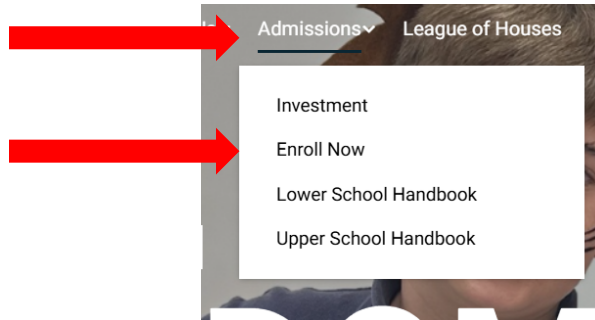
Facts - Student Enrollment Parent Side

1. Go to Imago Dei Academy Website



2. Click on Admissions

3. Scroll down and click on Enroll Now



4. Create an online account.

Admissions Online

Welcome to Imago Dei Academy and thank you for your interest.

How to Apply

Applying is easy using our **Online Application**. We encourage families to apply online as it simplifies submission and provides parents a tool for tracking online the status of their admission after their application has been submitted. A non-refundable fee of \$25 must be submitted with each application.

Create an Online Application

To begin the Online Application process, [Create an Account](#). Then log in to your account and **Create A New Student Application** for your child. You will then have the flexibility to log in and out of your account and access your open application.

After submitting the application, you will be able to track online your admissions status at the school by logging in to your account. There you will be able to print the completed applications, monitor when the school receives supplemental application forms and, if necessary, reprint the supplemental forms.

We Look Forward to Meeting You

If you have not already done so, please contact the office to make an appointment for a tour by our Leadership Team. We would very much like to meet you and encourage you to tour our school and campus.

We appreciate your interest and hope to assist you any way we can. If you have questions, please feel free to contact us at 575-434-3903.



6. Complete all the information to create an account.

Application - Create an Account

* Indicates a required field

First Name *

Last Name *

Email Address *

Confirm Email Address *

Contact Phone *

Username *

Password *

Confirm Password *

COPPA *
 I agree to comply with [COPPA](#) and am over 13 years of age.

7. Once you have created an account you will see:

Account Created

Your account has been created.

Check your email for a verification link.

You will not be able to login until you click the verification link.

8. Check your email for the Verification Link.

- The email will say “Welcome to Online Application” in the subject line.

9. Click on the **highlighted link** that says “Verify Account”.

Your parent account has been created, but you must click the Verify Account link below to log in and complete the email verification process.



[Verify Account](#)

If the link above does not work, copy and paste the URL below into the address bar of your internet browser.

<https://ima-nm.client.renweb.com/oa/login.cfm?memberid=3604&msg=confirm&i=216>

Dear Imago Dei Academy Applicant,

We are thankful that you have decided to apply for admission to our school. Since its founding, Imago Dei Academy has been devoted to teaching students to think critically and wisely, instilling heartfelt joy and interest in learning, while encouraging lives of character and leadership.

Our admissions team is looking forward to reading your application and meeting you in person. If you have any questions, please do not hesitate to contact the Admissions Office at 575-434-3903.

Many blessings,

IDA Admissions

10. Log into your account with your Username and Password.

Log In

Complete the email verification process by logging in below.

Please enter your username and password.

Username *

Password *

[Forget your password?](#)
[Create an Account](#)

11. Begin Application process.

Application

Welcome Jen. You are currently logged in.

Create a New Student Application

Student First Name *

Student Middle Name

Student Last Name *

Student Suffix

Student Date of Birth *
 (mm/dd/yyyy)

Apply to
 Grade:
 School:
 Application:

12. This screen will then show up, and allow you to create another Student Application if you have more than one child.

Application

Welcome Jen. You are currently logged in.

You have 1 student application created:

Student	School Year Applied	Grade Level Applied	Application Status	Admissions Progress Status
Doe, Johnathon	2024-2025	08	Start Application	Delete

13. You will now begin the full application process.

14. Application Home Page

Johnathon Doe
Year: 2024-2025
Grade: 08

Instructions & Resources

Applicant Information

Current and Previous Schools

Religious Affiliation

Additional Student Information

Household 1

Household 2

Family Commitment

Siblings

Alumni or Currently Enrolled Students

Referral Documents

Release of Records Request

Document Upload

Electronic Signature Page

Payment Plan Selection

Tuition insurance

Application Review

Instructions & Resources

Welcome to Imago Dei Academy's Application. We have designed our application process to make applying as simple as possible.

Instructions

Please complete the Application forms listed in the left menu, beginning with the **Applicant Information** form.

- A yellow caution sign ⚠ will appear in the menu next to forms that are missing required information.
- A green check mark ✓ will appear in the menu next to forms that are completed.

After you have completed the application, a **Submit Application and Make Payment** form will appear. Please follow the instructions that will be provided to submit the application along with the non-refundable \$25 application fee.

Application Checklist

In order to complete the application process, please complete the checklist items listed below, including submission of all supplemental forms.

- Submit completed Application and application fee
- Submit the following by uploading in this application or submitting directly to the school:
 - Current / Previous Report Card
 - Standardized Test Scores
 - Diagnostic or Psychological Evaluation Results, if applicable
- Review the following documents:
 - [Vision, Mission & Statement of Faith of Imago Dei Academy](#)
 - [Kindergarten Inquiry Letter](#)
 - [Admissions Procedures](#)
- Forward Release of Records Request to student's current school
- Complete Family Interview with the School Board
- Complete Placement Testing

Admissions Status Tracking

After your application is submitted, you will be able to track your admissions status at the school, monitor when the school receives any applicable supplemental forms and, if necessary, reprint the forms and completed application. To view your application status, please use your username and password to access your account.

Registration and Enrollment

After receiving acceptance notification, parents will be provided information necessary to complete the enrollment process.

We appreciate your interest and look forward to meeting you. If you have any questions, please feel free to contact us at 575-434-3903.

Sincerely,

Admissions

15. Applicant Information

Student Home Phone *

Local School District of Residence

Local School

District County

District State

Gender

Student Ethnicity

Student Race

Student Citizenship

Primary Language Spoken at Home

Birth City

Birth State

Birth Country

Upload a Photo

No file chosen
(must be a .jpg, .jpeg, .gif or .png file)

15. Current and Previous Schools

Current and Previous Schools

Has the student previously attended another school?

Yes No

Most Recent School Attended

School Name *

Address

Street Address

City

State

Zip

Phone

From Date

To Date

Grade Completed *

Has the student previously attended another school?

Yes No

Second Most Recent School Attended

School Name *

Address

Street Address

City

State

Zip

Phone

From Date

To Date

Grade Completed *

Has the student previously attended another school?

Yes No

16. Religious Affiliation

Religious Affiliation

Please fill in the following fields about the *applicant's* Religious Affiliation.

Religious Affiliation *

Current Church/Congregation *

Does the Father attend church?

* Yes No

Does the Mother attend church?

* Yes No

How often does she attend?

Frequently Occasionally

Is she a church member?

Yes No n/a

What church does she attend?

Please describe who Jesus Christ is to you (Father):

*

Please describe who Jesus Christ is to you (Mother):

*

17. Additional Student Information

Additional Student Information

Student is currently attending:

- * Public school
- Private school
- Home School
- Preschool/Mothers' Day Out

Imago Dei Academy is not staffed to handle students with severe learning disabilities or with severe behavioral issues. For your child's best interest, please be candid when answering the following questions.

Has the student ever been referred for testing or placed in a special program?

- * Yes No

Has the student received any other help or special tutoring?

- * Yes No

Has student ever received any special honors or awards for scholastic achievement?

- * Yes No

Has student ever skipped a grade?

- * Yes No

Has student ever repeated a grade?

- * Yes No

Has student ever been suspended or expelled by a previous school?

- * Yes No

Has the student ever seen a counselor/doctor/psychiatrist for any type of social, behavioral, or mental problems?

- * Yes No

Has the student ever been examined or treated by a doctor, counselor, or psychiatrist for attention deficit disorder or attention deficit disorder with hyperactivity?

- * Yes No

Do you suspect, or have you been told, that your child might have dyslexia?

- * Yes No

Is your child reading?

- * Yes No

Child is changing schools:

- * Voluntarily
- Involuntarily

18. Household 1

Household 1

[Jump to >](#)

Please answer the following questions about the applicant's *primary* custodial household.

Household 1

Home Address [Copy From Applicant](#)

Street Address *

City *

Country *

State *

Zip *

Home Phone *

Are Parents Separated?

* Yes No

First Parent / Guardian

Second Parent / Guardian
(leave blank if not applicable)

Last Name *

Last Name *

First Name *

First Name *

Middle Name

Middle Name

Suffix

Suffix

Salutation *

Salutation *

Gender *

Gender *

Relationship to Applicant *

Relationship to Applicant *

Custodial Rights? *

Yes No

Custodial Rights? *

Yes No

Financial Responsibility? *

Yes No

Financial Responsibility? *

Yes No

Receive Correspondence? *

Yes No

Receive Correspondence? *

Yes No

Marital Status *

Marital Status *

Email Address 1 *

Email Address 1 *

Confirm Email Address *

Confirm Email Address *

Email Address 2

Email Address 2

Confirm Email Address 2

Confirm Email Address 2

Work Phone

Work Phone

Ext.

Ext.

Cell Phone * <input type="text"/>	Cell Phone * <input type="text"/>
Occupation <input type="text"/>	Occupation <input type="text"/>
Employer <input type="text"/>	Employer <input type="text"/>
Employer Address <input type="text"/>	Employer Address <input type="text"/>
Employer City <input type="text"/>	Employer City <input type="text"/>
Employer State <input type="text"/>	Employer State <input type="text"/>
Employer Zip <input type="text"/>	Employer Zip <input type="text"/>

Religious Affiliation * <input type="text"/>	Religious Affiliation * <input type="text"/>
Current Church/Congregation <input type="text"/>	Current Church/Congregation <input type="text"/>
<input type="checkbox"/> Same as student's	<input type="checkbox"/> Same as student's

Highest Level of Education	Highest Level of Education
Highest Level of Education <input type="text"/>	Highest Level of Education <input type="text"/>
School Name <input type="text"/>	School Name <input type="text"/>
Degree <input type="text"/>	Degree <input type="text"/>

19. Household 2.

If your child has a separate household than yours, please fill out the Second Household section.

20. Family Commitment

Family Commitment

Please read every item in its entirety. Please provide as much details as possible.

In signing this application, we attest that:

1. We have answered the questions in this portion of the application to the best of our knowledge and ability.

2. We agree with [Imago Dei Academy's Mission and Vision & Statement of Faith](#).

* Agree Fully Agree with Reservations

Please explain reservations:

Please explain how your decision to enroll your children at IDA coincides with IDA's mission and vision. (IDA's Mission and Vision Statement are linked above in blue)

*

How does your own faith align (or not align) with IDA's Statement of Faith? (IDA's Faith Statement is linked above in blue)

*

At IDA, we use the "Matthew 18 Principle" to resolve conflict. Please review Matthew 18:15-20, I Corinthians 6:1-8, and Matthew 5:23-24 and remark on how you think one the following situation(s) should be resolved (choose a scenario, answer all three, or provide your own - your choice).

1. You receive an unexpected poor behavior report from your child's teacher (i.e. cheating, cursing, improper uniform wear)
2. You disagree with the teacher's rubric for grading a written report.
3. Your child doesn't want to go to school because kids are being mean and the teachers don't seem to be doing anything about it.
4. Your choice

*

4. We are active members of a local, Christian church that is in keeping with Imago Dei Academy's Statement of Faith and/or we agree to have our child taught under this statement.
5. We have read the uniform policy and understand that Imago Dei Academy requires all students to wear school uniforms.
6. We will provide continually updated immunizations and records of such for our attending child.
7. We understand that Imago Dei Academy will cooperate with parents and will provide competent administrators and teachers, a balanced curriculum, and regular progress reports to parents.
8. The IDA Financial Contract is a legally binding document. We agree to meet all tuition deadlines as specified (information in enrollment forms in Financial Contract).
9. We agree that upon the acceptance of our child into Imago Dei Academy, we enter into a binding conciliation agreement with Imago Dei Academy, agreeing to follow policy 9.25 Comprehensive Conflict Resolution Policy in all disputes. This includes but is not limited to:
 - When conflicts arise between two people, the parties agree to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of Matthew 18:15-20, I Corinthians 6:1-8, and Matthew 5:23-24, as outlined in policy 9.25 of the IDA Standard Operating Procedures Manual. Key principles in the process include:
 - Keep the matter confidential: no gossiping.
 - Be straight forward.
 - Be forgiving.
 - A respectful demeanor should be maintained in all interactions.
 - The parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship, including any claim or statutory claims, shall be settled by Biblically-based mediation. This includes the use of social media. If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. The selection of the arbitrators and the arbitration process shall be conducted in accordance with the Rules of Procedure of Christian Conciliation of the Institute for Christian Conciliation as printed in the Christian Conciliation Handbook.
 - The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce legally binding arbitration decision.
 - Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

10. Biblical principles are integrated into every subject taught at IDA. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. Every aspect of the curriculum should be permeated with God's Word, including teaching on the natural world, human history and God's activity in it, and humanity, its cultures, and how we are to live in the world.

11. Imago Dei Academy expects all students to behave in a respectful manner to staff and fellow students. We agree to hold our student(s) accountable to these expectations.

12. Discipleship is the goal of the educational life at IDA (see Vision statement). This includes students, parents, and staff. In order to achieve this goal we expect parents to commit to their own personal discipleship as it relates to IDA. We require all families to complete the following in order to enroll their student at IDA the next school year. These requirements include:

- Orientation. Attend beginning school orientation.
- Parent Education. Attend at least 3, one hour parent educational offerings at DA on an annual basis.
- Service Commitment. Serve 4 hours at IDA in a school year. Examples of service include helping in classroom or lunchroom; assist with field trips; participate in school clean-up day; participate in PTF fundraising activities; lead or teach an after school club such as Lego League, a sport, chess club, etc; participate in ongoing prayer team for school; volunteer at speech meet or science fair; help with special days at school such as feast and field day, graduation reception, etc.

WE ACKNOWLEDGE AND AGREE TO EACH ITEM ABOVE.

* Signature of Father/Guardian

Name:

Date: 11/13/2024

Sign here using your mouse, touchpad, or touchscreen.

Clear

* Signature of Mother/Guardian

Name:

Date: 11/13/2024

Sign here using your mouse, touchpad, or touchscreen.

Clear

21. Siblings

Siblings

Does the applicant have any siblings?

- Yes No

***If the answer is yes:

Siblings

Does the applicant have any siblings?

Yes No

Sibling 1

Sibling Name *

Age *

Date of Birth

 (mm/dd/yyyy)

Gender

Grade

Current School

Add Another Sibling

22. Alumni or Currently Enrolled Students

Alumni or Currently Enrolled Students

Does the applicant have any other relatives who currently attend, have attended or have graduated from our school?

Yes No


***If yes...


Alumni or Currently Enrolled Students


Does the applicant have any other relatives who currently attend, have attended or have graduated from our school?

Yes No

Alumnus / Enrolled 1

 **Name ***

 **Relationship to Applicant ***

 **Years Attended ***

Add Another

23. Referral Documents

Referral Documents

Please provide a name and email address for each requested referral. Our Online Application system will automatically notify each person listed of your request to be a referral. Once the referral form is complete and submitted back to the school you will receive a notification email.

Thank you.

Pastor Recommendation

Referral Name

Referral Email

24. Release of Records Request

Release of Records Request

Please fill out the information below from the most recent school, if applicable, in order for our office to request school records.

Has the applicant previously attended another school?

* Yes No

*** If yes:

Has the applicant previously attended another school?

* Yes No

School Logo goes here.

Student Name:

*

Date of Birth:

* (mm/dd/yyyy)

Grade:

*

Current School address:

*

Parent/Guardian:

I acknowledge the release of all academic records, grades received, attendance records, results of standardized achievement tests, and discipline records to Imago Dei Academy (IDA).

Under Public Law 93-380, amended in Section 99.32, PL 93-568, no parent signature is required for educational records sent to another educational agency.

* Check here for Parent/Guardian Signature

Name:

Date: 11/13/2024

Sign here using your mouse, touchpad, or touchscreen.

Document Upload

Please submit the following documentation by uploading here. If you will be uploading the document(s), you must upload prior to submitting the application. You will be unable to come back and upload after the application has been submitted. If unable to upload at this time, you may submit documentation directly to the school.

Current/Previous Report Card

No file chosen

Standardized Test Scores

No file chosen

Diagnostic or Psychological Evaluation Results, if applicable

No file chosen

26. Electronic Signature Page

Electronic Signature

The electronic signatures below and their related fields are treated by Imago Dei Academy like a physical handwritten signature on a paper form.

Agreements

My signature below affirms that all of the information contained in this application is correct, complete, and honestly presented. I understand that withholding or misrepresenting information in this application may jeopardize my child's admission.

In signing this application, we attest that:

1. We have answered the questions in this application to the best of our knowledge and ability.
2. We agree with Imago Dei Academy's Mission and Vision.

Check for electronic signature

Date: 11/13/2024

Release of Records

I waive my right to access confidential information contained in my child's admission file.

Check for electronic signature

Date: 11/13/2024

27. Payment Plan Selection

Payment Plan Selection

⚠ There is 1 missing requirement on this form.

Upon acceptance you will have 2 options for tuition payment.

Please review your options below and select one.

⚠ Please select 1 of the 2 tuition payment options from the selection below. Families who choose the 10 month payment plan must participate in the tuition insurance plan. Please be aware that you cannot change your selection at a later date.

*

Choose from the drop down menu.

Payment Plan Selection

⚠ There is 1 missing requirement on this form.

Upon acceptance you will have 2 options for tuition payment.

Please review your options below and select one.

⚠ Please select 1 of the 2 tuition payment options from the selection below. Families who choose the 10 month payment plan must participate in the tuition insurance plan. Please be aware that you cannot change your selection at a later date.

*

Pay in Full (2.5% discount)

10 month payment plan

Tuition insurance

Student Withdrawal and Tuition Insurance Policy:

Student Withdrawal

Imago Dei Academy makes commitments to faculty, staff, and facilities long before the start of a school year. These annual obligations continue even if a student withdraws from the school. **When a family enrolls a student by submitting an online Enrollment Contract, the family has entered into a legally binding agreement**, that stipulates they owe tuition for the entire school year. This is not intended to cause hardship for any family but is a necessary provision to insure the financial solvency of the school. The full tuition amount is due according to the posted schedule and prior to the release of student records. All financial accounts must be settled before any official records or transcripts will be released.

Tuition Insurance Program

The Tuition Insurance Plan is designed to protect both IDA and the families who find themselves in an unplanned and unfortunate situation requiring them to either disenroll their children or not be able to continue paying for their enrolled children due to a financial hardship created by one of the following four reasons:

- **A move greater than 75 miles from the IDA campus**
- **A death in the immediate family**
- **A major illness in the immediate family**
- **A job loss**

Families who pay in monthly installments must participate in the Tuition Insurance Plan. Those who pay on an annual basis have the option of participating in the Tuition Insurance Plan but must make that decision at the time of enrollment or re-enrollment.

Families participating in the Tuition Insurance Plan pay 1.8% of core tuition which will be added to their total tuition bill. The funds brought into IDA for this plan will be held in a separate account, only to be used for the Tuition Insurance Plan. Any money remaining in this account at the end of each school year, will be refunded, on a proportional basis, to each family who participated in the Tuition Insurance Plan.

Families who activate the Tuition Insurance Plan due to meeting any of the four criteria, will receive a refund up to 60% of core tuition prorated for the number of days of school attended. This amount will be applied to any outstanding tuition balance and after meeting all financial obligations to the school, any additional amount will be refunded via check.

IDA incurs expenses for faculty, staff, and facilities on an annual basis and must fulfill its obligations. Therefore, the academy cannot afford to refund tuition or cancel unpaid obligations if a student is withdrawn for other reasons than those covered by the Tuition Insurance Plan. Your financial obligation to IDA is for the full annual tuition as stated in the enrollment covenant.

* Please sign below indicating that you have read and understand the Tuition Insurance Plan Policy.

Name:

Date: 11/15/2024

Sign here using your mouse, touchpad, or touchscreen.

Application Review

You have filled out all 16 forms. 15 of them are complete. 1 of them is missing information.

Review your information below. Use the links on the left to make any necessary changes.




Enter the next form: [Family Commitment](#)

30. Submit Application and Review

Review and Submit Application

You have completed all the requirements for this application. Review your information below. Use the links on the left to make any changes before submitting this application.

 Click the **Complete Review and Submit Application** button to submit your application and make any fee payments that may be necessary.

[Complete Review and Submit Application](#)

[View PDF](#)

31. Submit and Make a Payment

Submit Application & Make Payment

Johnathon Doe

The submission of this application requires an online payment. The application fee is as follows:

\$27.00 per Application

[Submit Application & Make Payment](#)

32. Verify Your Identity

Verify Your Identity

* Indicates required field

To keep your payment information safe and secure, you will now be required to enter a one-time security code. Enter the email address you would like to send the code to:

Email Address *

[Send Code](#)

[Cancel](#)

33. Email Verification Code

Requested Security Code External Inbox x



noreply@factsmgt.com
to me



Here's your security code

To proceed with making a payment, enter the following code: **592940**.

This code will expire 5 minutes after you requested it.

Thank you,
FACTS Management Company

34. Enter your code and click on Verify and Continue

Reset Code

Verify & Continue

Cancel

35. Make a Payment

Make A Payment

- 1 Contact Info
- 2 Payment Method
- 3 Receipt

Contact Information

Required fields are marked with a *

* First Name

Jane

* Last Name

Doe

* E-mail Address 1

jackson.jen2002@gmail.com

[Add another e-mail address](#)

Charges

Application Fee \$27.00

Total **\$27.00** [Details](#)

Make A Payment

- 1 Contact Info
- 2 Payment Method
- 3 Receipt

Credit / Debit Card Details

* Card Number    

Card Number is required.

*Account Holder Name

*Expiration Date

Month Year

Billing Address

* Country

United States

* Address

Street address, PO box, Company name

Apt., Suite, Bldg. (optional)

[Add Another Line](#)

* City * State

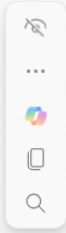
* Zip / Postal Code

Payment Method Disclosure

The following processing fees apply:

- Credit Card - up to 2.95%
- Debit Card - up to 2.95%

Card transactions for Imago Dei Academy are processed by FACTS Management Company, USA.



*** If the fee is going to be waived, then admin needs to go into Admissions and open the file for enrollee. Admin will need to waive the fee in order for the enrollee to submit their application.

