

## FAQ - Getting Started

### Q. How do I locate a program that is right for me?

A. Search by programs: Allied Health Education, Nursing Support programs, Information Technology Programs, Business Management Programs and Private Security training on our website, locate and download the student catalog.

### Q. How can I become a student at Salvation Academy?

A. Salvation Academy offers several programs leading to certification or diploma. You can read about these programs in greater detail on our website, and you can also attend a weekly information session to learn more about the application process before signing up to become a student.

### Q. Besides taking classes, what other programs exist at Salvation Academy?

A. There are many additional opportunities to make a difference in your life once you are admitted into a program at the Academy! We prepare our students to meet the demanding needs of a constantly changing society and to excel in a variety of roles, such as:

- ✓ school leaders
- ✓ policy experts
- ✓ academic administrators
- ✓ physical activity programmers
- ✓ health, fitness, and disease-prevention advocates
- ✓ curriculum specialists
- ✓ assessment designers
- ✓ educational researchers
- ✓ externship/internship opportunities
- ✓ work study programs
- ✓ consultants

If you are interested in joining Salvation Academy community, you can begin learning more about our education to career opportunities by visiting our career services and ministries. [www.houseoffaith.us](http://www.houseoffaith.us)

## Applying

### Q. How do I apply?

A. General information on how to apply can be found here. <http://www.salvationacademy.org/admissions.html> To submit an application, you can access the Academy's online application system. After creating a user account, you may continually login to work on your application prior to officially submitting it for admission consideration. Give yourself enough time to gather all necessary documentations and other required items before submitting your application for admissions.

### Q. When should I apply?

A. While some programs operate on rolling admissions, others have specific deadline dates. Please refer to the program page or download the student catalog, along with the Deadline Dates by Program reference sheet on our website, for the most accurate information

### Q. Is there a fee?

A. Yes, a \$50 application fee is required before your application will be processed. You may pay online with a credit card or via mail with a check or money order. More information about this process will be provided when you officially submit your application.

**Q. How do I determine if I have completed the application process for the selected program?**

**A.** You are encouraged to Review the application to ensure that all fields are completed. However, you do not need to have completed all information if you do not have them available at once. Once you get the remaining documents and upload them, the system will alert you at the time to save the new information to submit the completed application. All remaining documents must be submitted before the commencement of your selected program. If you have questions about prerequisites or entrance examination, please do not hesitate to contact the admissions office!

**Q. What is required to complete my application?**

**A.** Admission requirements may vary by program. It is best to consult the program's homepage or student catalog and the admissions procedures to determine the exact credentials required for your specific program.

**Q. Where should I send application materials?**

**A.** Application materials should be submitted online and any supporting document that student has difficulties uploading during the application process, should be sent to the Office of Admissions and Enrollment Services:

**1. Salvation Academy US Campus**

Admissions and Enrollment Services

4609 Pinecrest Office Park Drive, Suite D

Alexandria VA 22312 USA

Tel: 703-763-1115

Fax: 703-226-3328

Email: [support@salvationacademy.org](mailto:support@salvationacademy.org)

**2. Salvation Academy Sierra Leone Campus**

43 Dundas Street

Western Area, Freetown

Sierra Leone, West Africa

EMAIL: [support@salvationacademy.education](mailto:support@salvationacademy.education)

**Q. How do I register for a required admissions test/entrance examination and how will you get my scores?**

**A.** The following links will direct you to information for required admission tests (which, may be required depending upon your specific program of interest). [www.salvationacademyvle.com](http://www.salvationacademyvle.com) or [www.examdepot.com](http://www.examdepot.com)

**Q. Which transcript(s) or certificate should I submit?**

**A.** Official transcripts from all secondary institutions are required for admission. (if required)

Please note, even Salvation Academy existing students must submit official transcripts requested if enrolling into another program at a higher level.

**Q. Who should write a letter of recommendation?**

**A.** The most compelling recommendations come from individuals who both know you well and are qualified to assess your academic and/or professional ability to succeed in each program. Typically, letters come from former instructors, supervisors/bosses, volunteer program coordinators, etc. It is useful for the admissions committee to receive a diverse representation of these perspectives to best assess one's candidacy for a program.

### **Q. How do I submit my letters of references for recommendation?**

**A.** When completing the online application, you will be asked to provide the names phone numbers and e-mail addresses of your three references. When you formally submit your application, an e-mail goes out to the three references whom you have indicated, providing them with instructions on how to submit their letters electronically. References can also email our admissions office directly, at [support@salvationacademy.org](mailto:support@salvationacademy.org) If your references would prefer to mail us their letters, they can do so by sending them to the following address:

#### **Salvation Academy USA Campus**

4609 Pinecrest Office Park Drive

Virginia , VA 22312

Or

#### **Salvation Academy Sierra Leone Campus**

46 Dundas Street

Freetown, Sierra Leone

west Africa.

### **Q. What is a career goal statement?**

**A.** The statement should be approximately two to three double spaced pages and respond to the following types of questions:

- ✓ Why are you interested in and qualified for this program?
- ✓ What are your ultimate academic and professional goals, and why?
- ✓ How will this specific program, at Salvation Academy, help you accomplish these goals?

### **Q. What should I include on my resume?**

**A.** Be sure to include a comprehensive list of your academic, professional and/or service experiences, achievements, and awards. Equally important to include are skills, competencies, or activities relevant to the field of study and your specific program of interest.

### **Q. My application is complete, what happens next?**

**A.** Completed applications (those with all required credentials received) will be reviewed by the admissions committee. The review process can typically last for one to two weeks, after which candidates will be notified of the official decision via email.

### **Enrollment and Course Registration**

#### **Q. How do I accept the offer of admission?**

**A.** Please have your Application ID number available (found on your acceptance letter) and login to your enrollment account. You will either receive an email with your permanent login information or retrieve the login information from your enrollment login page.

#### **Q. What are my options for deferring my offer of admission?**

**A.** Students admitted to any program may defer their offer of admission for up to one quarter. For example, if you are admitted for fall 2021, you may defer to spring 2021, To do so, email the Admissions and Enrollment Office at: [support@salvationacademy.org](mailto:support@salvationacademy.org)

**Q. How do I decide which program to take?**

**A.** Some programs, such as nursing support programs have a structured schedule. However, others are much more flexible. If at any time you have a question regarding which course(s) you should be taking, please consult with your advisor. He or she will create a plan of studies with you, identifying courses that will satisfy requirements your specific program.

**Q. How can I see my class schedule for a given quarter?**

**A.** Log onto student portal and click on class schedule and select My Class Schedule."

**Q. How do I obtain approval to register or continue with a course that has restriction, especially in the virtual learning management LMS? [www.salvationacademyvle.com](http://www.salvationacademyvle.com)**

**A.** You may need to obtain a permission number, which is a code used to override a program or restricted module of a course. This code is issued by the school Administration. The website has an online form that students can use to request a permission code. For questions regarding permission codes, please call or email the admissions office. [support@salvationacademy.org](mailto:support@salvationacademy.org)

**Q. How do I apply for readmission?**

**A.** Students who have not been enrolled for a 12-month period must apply for reinstatement. Please contact the Admissions and Enrollment Office via email: [support@salvationacademy.org](mailto:support@salvationacademy.org) for Unites States Students or [support@salvationacademy.eduction](mailto:support@salvationacademy.eduction) for Students in Sierra Leone for assistance with the process. They will work with you to determine exactly what will be required, as requirements may vary based upon your specific program and length of absence.

**Billing/Financial Aid**

**Q. How and when will I be billed for coursework?**

**A.** **PaySimple** is the Academy's online billing and payment system. There are no paper bills mailed. All billing is electronic through PaySimple. Student can also pay their bills using their online portal by clicking on billing and payments. Students and their authorized payers receive an invoice via email from PaySimple each time a new electronic bill (e-bill) is available for their attention. The student copy is email to their official email on file.

**Q. Where should I direct questions about my bill?**

**A.** Please contact the Student Billing and Payment Center at: [payments@salvationacademy.org](mailto:payments@salvationacademy.org)

**Q. What is the tuition?**

**A.** To view the current tuition rates and fees, please visit the Tuition and Financial Aid page or download the student handbook on our website.

**Q. What sources of financial aid exist?**

Please refer to the Office of Admissions and Financial Aid. Many Salvation Academy Scholarships, federal, state local aid programs are available to students. Therefore, if eligible, many students finance their education through the Federal Financial Aid program. Click on the link below for access <http://www.salvationacademy.org/donations.html>

**Q. Do you offer work study or research assistantships to students?**

**A.** Yes, if you did not qualify for scholarship, you can apply for Work Study Allowance. Once Admitted, student can search for a work study allowance program vacancy. Applicants can apply for work study allowance program while enrolled in a qualify study program. Before applying for a work study allowance program, applicant must verify the availability of a vacancy of a work study position.

**Q. How and when do I apply for financial aid?**

A. Once you are admitted into a program, you can apply for the financial aid by following the steps on the Financial Aid Checklist. If your program begins in the summer, in order for your application for financial aid to be processed for the quarter, it is important to submit a Request form for financial aid.

**Q. Who processes my financial aid?**

A. The Office of Admissions and Financial Aid manages the application and certification processes.

**Tools for New Students**

**Q. How do I access my student account?**

A. Your student account is created during the admission process, you will receive an email of your account username and temporary password. You should then access your account to change your password and set your preferences to manage your student Account page.

**Q. What is my Salvation Academy Computer System (SACS) address and how does it work?**

A. Your e-mail address is your account username followed by "@salvationacademy.education". You can read useful information about managing and accessing your email account here if you are enrolling in an eligible program for SACS address system.

**Q. How do I obtain my student ID?**

A. Once you have accepted the offer of admission, you can obtain your student ID card and SACS email by visiting the admissions office.

**Q. Where should I direct technology questions?**

A. Please visit Salvation Academy Computer System (SACS), or contact the Help Desk at [sacs@salvationacademy.education](mailto:sacs@salvationacademy.education)

**Graduation**

**Q. What is “graduation” and is it automatic?**

A. Graduation will occur after a student has satisfied all the requirements of his/her program of study. However, graduation is not automatic. All students must apply for graduation, even if they are not attending the commencement ceremony. An application for graduation must be filed with the Academy Administration to be considered for graduation.

**Q. What is the Academy graduation schedule?**

A. The Salvation Academy Inspiration Ministries sponsors a commencement (graduation) ceremony for students at the end of each quarter. Additionally, graduating students are invited to participate in the Academy-wide commencement ceremony held each spring at the Salvation Academy Inspiration Ministries Hall.

**Q. When will I receive my diploma?**

A. Once your application is reviewed and approved by the Administration, your graduation is authorized, and your certificate or diploma is ordered. Your certificate or diploma and a complimentary official copy of your transcript will be emailed and original mailed to you approximately two weeks after the end of the quarter in which you graduate.