

Academy Student ENROLLMENT CHECKLIST

- ☐ **Admission to the Career Academy** - Complete an application packet for the specific career academy you wish to attend. Application packets can be found on our career academy website at www.kvcc.edu/academies. Contact the Groves Center office at 269.353.1253 or careeracademies@kvcc.edu if you have questions.
- ☐ **Financial Aid** – All of our career academies qualify for funding from the Kalamazoo Promise as well as education and training benefits through the U.S. Department of Veterans Affairs. Some of our academies also qualify for various forms of financial assistance. It is important that students applying for financial aid complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov as soon as possible to start the financial aid process for the appropriate award year. Kalamazoo Valley's federal school code is 006949. Financial aid options include grants, scholarships, work opportunities and loans for qualified students.
- ☐ **Qualification Review** - You may be required to submit supporting documentation, complete an assessment test, take a drug test and/or undergo a background check to determine your qualification for the academy.
- ☐ **Interview** - Most academies require participation in a structured interview for further evaluation.
- ☐ **Registration** – Once you have been accepted into an academy you will be notified and sent a registration form to be returned to the Groves Center office. Contact the Groves Center office at 269.353.1253 or careeracademies@kvcc.edu if you have questions.
- ☐ **Payment** – To reserve your seat in the academy, a nonrefundable deposit must be submitted to the Groves Center office at the time of registration. If you have applied for financial aid or a third-party is paying for you, make sure your payment is in place and pay any remaining balance by the deadline. Pay for your balance by credit card online, by coming on campus, or by mail during deferred payment periods. It is also possible in some circumstances to send an invoice to your employer. Payment plans are available for some academies. Contact the Groves Center office with questions.
- ☐ **Student ID** – Stop by or schedule an appointment to pick up your ID at the Student Service Center. You will need to present a photo ID to verify your identity. You may also request a Valley ID in the MyValley portal and receive it in the mail. A card is needed to use many services and is required at the Arcadia Commons Campus for parking validation and door access.

CONTACT INFORMATION

Service Office	Texas Township Campus	*Arcadia Commons Campus	E-mail
Admissions, Registration and Records	269.488.4281	269.373.7800	arr@kvcc.edu
Enrollment Management	269.488.4303	269.373.7800	enrollment@kvcc.edu
Student Development Services	269.488.4040	269.373.7834	development@kvcc.edu
Student Financial Services	269.488.4340	269.373.7800	finaid@kvcc.edu
Student Service Center	269.488.4100	269.373.7800	
Testing Center	269.488.4235	269.373.7836	testcenter@kvcc.edu

* Anna Whitten Hall serves all downtown locations including the Bronson Healthy Living campus.

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