

Academy Student ENROLLMENT CHECKLIST

- Admission** – Complete our college application online. Be sure to select the Academies & Training term for the correct year. Identify KVCC Career Academies as your program of study so we know you are interested in one of our academy programs. Once you are accepted into an academy, we will update your record to list that specific academy as your program of study.

Cosmetology and Barbering – Please contact us at 269.488.4090 or haircare@kvcc.edu to obtain application materials. Once you have applied for the cosmetology or barbering program, we will guide you through the enrollment process, which is separate from those outlined below for our other career academies.

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. Below is an outline of the enrollment steps you will follow.

- Financial Aid** – All of our career academies qualify for funding from the Kalamazoo Promise. Some of our academies also qualify for various forms of financial assistance as well as education and training benefits through the U.S. Department of Veterans Affairs. It is important that students applying for financial aid complete the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.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** – You must be registered for classes and present a photo ID to obtain your Valley ID. Visit the Texas Township Campus Services Desk, Culinary Allied Health Building or Anna Whitten Hall to pick it up in person. Alternatively, request it via the MyValley portal to receive it by mail. The card is needed for services and required at 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
Recruitment and Outreach	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.