



## Fairfield International Academy

### Application Process & Timeline

#### What's needed?

- Completed application
- \$160 USD Application Fee
- Report Card for the last three (3) academic years
- Math Evaluation (from current or past math teacher)
- English Evaluation (from current or past English teacher)
- Immunization card
- Medical/Health Form
- Birth Certificate
- Awards/Certificates? (optional)
- Special supplements? (optional)
- Any standardized scores? (optional)
- Financial Aid/Scholarship? (optional)
- Interview (Feel free to schedule by calling the school at 876-318-4395)

#### Step 1 - Complete Application

- An application form may be completed online at <https://fairfieldacademyjamaica.com/fia-admissions/> or requested by contacting [FIA@FairfieldAcademyJA.com](mailto:FIA@FairfieldAcademyJA.com)
- Payment of USD\$160 for the application fee. The completed application form must be accompanied by the application fee.

#### Step 2 - Documentation Required

- Copy of student's report cards for the last three academic years
- Completed Confidential Teacher Evaluation Form(s) from the student's current Math and English teachers
- Copy of Immunization card
- Copy of Birth Certificate
- Any supplementary materials (Awards/Certificates, special supplements, any standardized scores, or Financial Aid/Scholarship requests)
- Scholarship forms and requests can be our Admissions Coordinator, Miss Mitchell, at [FIA@FairfieldAcademyJA.com](mailto:FIA@FairfieldAcademyJA.com).



### **Step 3 - Schedule Student Interview**

- Once the school has received your complete application, the documentation required, and the application fee, you will be contacted to schedule your student's interview.

### **Step 4 - Decision Notification**

- You will be notified of the decision within two weeks after the interview.

### **Step 5 - Enrollment Fee**

- Payment of USD\$1500 must be paid at the time of official acceptance.

Thank you!

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- ❑ Please email all completed application forms to Admissions Coordinator, Miss Mitchell, at [FIA@FairfieldAcademyJA.com](mailto:FIA@FairfieldAcademyJA.com). You may also submit all completed forms and check payments to Fairfield International Academy, Dr. Aston King Highway, Montego Bay, St. James. You may hand-deliver the materials to school if you prefer.
  - ❑ Application and enrollment payments may be made via check or direct bank deposit: **Payment via Check:** Make make check payable to *Fairfield International Academy Ltd.* **Payment via Bank Deposit:** Account Name: Fairfield International Academy Ltd; Sagicor Bank Fairview Branch: 5503359377 (US\$) Please email our Accounts department at [Accounts@FairfieldAcademyJA.com](mailto:Accounts@FairfieldAcademyJA.com) once you have paid via bank deposit. Please indicate your name on the payment to enable correct tracking by the school.

**Contact Person** Miss Samoy Mitchell, Admissions Coordinator at 876-318-4395  
[FIA@FairfieldAcademyJA.com](mailto:FIA@FairfieldAcademyJA.com)