



Matriculation Process for Continuing Families 2019-20

1. Church Ministry Confirmation – due Fri, **Feb 15**

Electronic forms are sent to your pastor to confirm your ministry and time involvement. If you are able to remind your pastor of the importance of filling in and returning this form, it will facilitate your registration process if your form is returned to ECA by the deadline.

Remember, all families must have this confirmation annually.

2. Scholarship Category Determination – due Fri, **Mar 4**

Families are placed in a category by the Scholarship Committee based on submitted documents.

All parents in Category **B**, **C** or **D** must submit a **Certificate of Income and Withholdings**, and if employed a **Labor Certification** not older than 1 month. Be sure to also include income from rents, commissions, honorariums, etc.

For parents who are self-employed, an income certificate is required, signed by an accountant, with copies of the accountant's *cédula* and professional card attached.

If any explanation is necessary, submit a letter of clarification.

If you have questions, contact finance@eca.edu.co to make sure you have the appropriate documentation.

Foreign missionaries need to turn in a letter from their mission confirming association and ability to pay.

3. Online Registration will be open from Mon, **Apr 8** to Mon, **Apr 22**.

4. Late Fees

Fines are **\$60.000** each for either of these possibilities: 1) late or incomplete financial documents, or 2) late online registration, the maximum being **\$120.000**. Late fees cover extra costs generated by delays.