



## Enrollment Process for Families Continuing at ECA in 2026-27

There are 6 steps in the Enrollment Process.

### ① Financial Documents / Labor Certification

Open from  
Feb 2 to Mar 13

Families are placed in a scholarship category by the Scholarship Committee based on submitted documents. Categories will be determined by Fri, [Apr 24](#).

- Parents who are **employed** and in Category **B** or **C** must submit:
  - A Labor Certification not older than 1 month, as well as
  - A Certificate of Income and Withholdings (DIAN form 220: *Certificado de Ingresos y Retenciones*). Be sure to include income from rent, commissions, honorariums, etc.
- Parents who are **self-employed** must submit an income certificate, signed by an accountant, with copies of the accountant's *cédula* and professional card attached.
- Parents who **do not receive income** must send an email to [finance@eca.edu.co](mailto:finance@eca.edu.co) which states:

I certify that I do not receive any monetary income for any services rendered or from any investments.

- **Foreign missionaries** must submit a letter from their mission confirming association and ability to pay.

If you have any questions, contact [finance@eca.edu.co](mailto:finance@eca.edu.co) to make sure you have the appropriate documentation. All required documents must be sent to this email address by Fri, [Mar 13](#).

A late fee will be applied starting Sat, [Mar 14](#).

### ② Pre-Enrollment

Open from  
[Apr 6](#) to [Apr 17](#)

Pre-Enrollment will open only for families with no pending financial issues.

If Pre-Enrollment is not completed by Fri, [May 15](#), your child could lose their reserved spot.

A late fee will be applied starting Sat, [Apr 18](#).

**③** Pending Academic / Legal Documents

Open from  
Apr 8 to **Jun 12**

All academic and legal documents must be sent to [registrar@eca.edu.co](mailto:registrar@eca.edu.co). To identify your pending documents, access **Your Progress** on the [Enrollment Progress](#) webpage.

A late fee will be applied starting Sat, **Jun 13**.

**④** Enrollment Payment

Open from  
Jun 10 to **Jul 10**

- 5% discount if paid by Fri, **Jun 26**
- Full cost when paid from **June 27** to **Jul 10**
- Late Fee applied when paid after midnight Fri, **Jul 10**

**⑤** Enrollment Signatures

Open from  
Jun 30 to **Jul 17**

When the enrollment payment is confirmed, you will receive all documents to be signed starting at **5:00** p.m. on Tue, **Jun 30**. Signatures are due by midnight on Fri, **Jul 17**.

A late fee will be applied starting Sat, **Jul 18**.

**⑥** August Tuition Payment

Due by Tue,  
**Aug 4** to get the  
10% discount

**Late Fees:** Each of the steps below has a late fee of **\$60.000** if not completed by the deadline.

- |   |                 |
|---|-----------------|
| <input type="checkbox"/> Financial Documents                | <b>March 13</b> |
| <input type="checkbox"/> Pre-Enrollment                     | <b>April 17</b> |
| <input type="checkbox"/> Pending Academic / Legal Documents | <b>June 12</b>  |
| <input type="checkbox"/> Enrollment Payment                 | <b>July 10</b>  |
| <input type="checkbox"/> Enrollment Signatures              | <b>July 17</b>  |