



UNDERGRADUATE APPLICATION



VALLEY FORGE CHRISTIAN COLLEGE **WOODBIDGE CAMPUS**

Steps in Applying for Admission

Admission Application Checklist

- Application Form** – Complete the “Application for Admission” including ESSAY and signature page. Mail it along with your \$50 application fee to the Admissions Office in order for processing to begin.
- Pastor’s Recommendation Form** – Request your pastor or associate pastor to complete and submit the attached Pastor’s Recommendation form. Pastor’s Recommendation forms completed by family members will not be accepted – please have another pastor complete the form.
- Academic/Employer Recommendation Form** (*if required by your Admissions counselor*)– Request a teacher or guidance counselor who knows you well to complete the attached form. If you are **transferring** from another college, a college professor should complete the form. If you have been out of school and **employed** for some time, the form should be completed by your current employer. Recommendation forms completed by family members will not be accepted.
- Transcripts** – Request that your high school forward your official transcript to the Admissions Office. Applicants who have completed the General Education Development exam (GED) must forward a copy of their scores to the Admissions Office.
- College Entrance Exams** – All applicants are required to take either the ACT or SAT. (Students who are 24 years of age or older or who have earned 12 transferable semester hours are not required to submit ACT or SAT scores.) Scores must be submitted to the Admissions Office. The ACT registration code for Valley Forge Christian College is 3643 and the SAT registration code is 2579. Arrangements to take the test may be made at your local high school guidance office.
- Transfer Students** – Official transcripts of all college level work must be submitted as soon as possible to the Admissions Office. A Transfer Reference form, to be completed by the Dean of Students from the most recent college attended, must also be submitted.
- International Students** - (*anyone who is not a U.S. citizen or permanent resident of the United States*) - Before applying, an International (F-1) Student Financial Support Statement must be completed and submitted (to request this form, email woodbridgeinfo@vfcc.edu). Once this form has been received and approved, you may begin the formal application process. Complete all of the standard application requirements including official transcripts from high school and any college or university you have attended. If English is not your native language, you must submit TOEFL test results. A score of at least 61 (internet-based exam), 173 (computer-based exam) or 500 (paper-based exam) is required for admission (for more TOEFL information visit www.TOEFL.org). Affidavits of financial support from your sponsors along with statements from financial institutions must also be submitted before acceptance can be considered. All letters and documents must be in English and financial statements in U.S. dollars. International students are prohibited from working off-campus and must maintain a minimum of 12 credit hours each semester.

***All materials submitted to the Admissions Office become the property of Valley Forge Christian College (VFCC) / Valley Forge Christian College Woodbridge Campus (VFCCWC).**

Application Deadline Dates

Prospective students may make application after beginning their senior year of high school. It is recommended that application forms for the **FALL SEMESTER** be received no later than **August 1**, and **December 1**, for the **SPRING SEMESTER**. Applicants are invited to schedule an appointment with an Admissions Counselor by telephoning the Admissions Office at 703-580-4810.

Application for Admission

Personal Information

Name _____ Date of Birth _____ Age _____
(Last) (First) (MI)

Present Address _____
(Street) (Apt) (City) (State) (Zip)

Permanent Address _____

Telephone (_____) Cell (_____)

E-mail Address _____

Check one: Male Female Social Security Number _____

Check one: Single Married Divorced Separated Remarried Widowed Maiden name _____

Do you have any children? Yes No How many: _____ Ages: _____

U.S. Citizen? Yes No If "no," Country of Citizenship _____

Resident Alien? Yes No Resident Alien # _____ (include copy of card)

Veteran? Yes No Branch of Service _____ Eligible for Veterans educational benefits? Yes No

optional { Predominant Cultural Background – Requested by the United States Department of Education for statistical purposes only and will not be a part of the college's admission decision concerning the applicant.

Caucasian, White American Indian or Alaskan Native Asian or Pacific Islander Other

African American, Non-Hispanic Hispanic

Church You Attend _____ City _____ State _____

Denomination _____ Attendance past six months 1x week 2x week more

Pastor _____ Church Telephone (_____) _____

Have you accepted Jesus Christ as your personal Savior? Yes No When? _____

Enrollment Information

Classification:

- Freshman
- Transfer
- Reapplicant to VFCC/VFCCWC

Desired Enrollment Date:

- Fall, 20_____
- Spring, 20_____

Desired Status:

- Full-time (12 credit hrs or more)
- Part-time (11 credit hrs or less)

Have you applied to VFCC/VFCCWC before? Yes No If "yes," when did you apply? _____

Possible Major/Concentration

*Check One Only

Bachelor Degrees

- Business Administration
- Children's Ministry
- Christian Education
- Christian Ministries
- Early Childhood Education
- Elementary Education
(Private/Christian School Certificate)
- Pastoral Counseling
- Pastoral Ministry
- Psychology (Counseling)
- Theological Studies:
 - Biblical Languages
 - Biblical Studies
 - Philosophy and Religion

Associate Degrees

- Bible
- Early Childhood Education
- General Studies Concentration

One-Year Certificate

- Bible and Theology

Undecided

Family Information

<input type="checkbox"/> Father: <input type="checkbox"/> Guardian:	Deceased? _____	<input type="checkbox"/> Mother: <input type="checkbox"/> Guardian:	Deceased? _____
Name _____		Name _____	
Occupation _____		Occupation _____	
Address _____		Address _____	
City _____ State _____ Zip _____		City _____ State _____ Zip _____	
Phone (_____) _____		Phone (_____) _____	
Phone (_____) _____		Phone (_____) _____	
Has your father attended Valley Forge? <input type="checkbox"/> Yes <input type="checkbox"/> No		Has your mother attended Valley Forge? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Brothers and sisters in High School:

Name _____	Age _____	Year in school _____
Name _____	Age _____	Year in school _____
Name _____	Age _____	Year in school _____

Educational Information

List high schools, colleges and universities in the order in which you attended. It is the applicant's responsibility to request that all transcripts be sent directly to the Admissions Office at Valley Forge Christian College Woodbridge Campus at 13909 Smoketown Road, Woodbridge, VA 22192.

Name of School	City & State	Dates Attended	Diploma/Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Did you / will you graduate from a Home School? Yes No Diploma awarded by _____

Do you have a GED? Yes No Date Issued _____ (Official copy sent to VFCCWC)

The ACT or SAT is required, unless you have completed 12 transferable semester hours or are 24 years of age or older. (Official test results must be sent to VFCCWC.) Please indicate when you plan to take or have taken the:

ACT (month/year) ____/____ SAT (month/year) ____/____

- I have at least 12 transferable credits and will not be submitting test scores.
- I am at least 24 years of age and will not be submitting test scores.

What other colleges are you applying to? _____

Have you ever been dismissed, suspended, or placed on probation from college or high school for academic or disciplinary reasons?

Yes No In what grade(s)? _____

Essay to be completed by person applying and attached to application

I. Describe how and when you became a Christian, your spiritual growth and why coming to VFCCWC fits in with God's plan for your life.

Additional space if needed on page 14

How did you become interested in Valley Forge Christian College Woodbridge Campus?

Please specify name, if known. If you check more than one, please circle the factor which most influenced your decision to come to VFCCWC.

- Current VFCC/VFCCWC student _____
- Former VFCC/VFCCWC student _____
- Pastor/Youth Pastor _____
- VFCC/VFCCWC faculty/staff member _____
- Admissions representative _____
- VFCC/VFCCWC student ministry group _____
- College-For-A-Day visit _____
- Open House visit _____
- Youth convention/college fair _____
- Mailings/phone calls from VFCC/VFCCWC _____
- Parents/family _____
- Other _____

Standards of Conduct

Have you used any of the following in the past 12 months? Alcoholic Beverages Yes No
Tobacco Yes No
Non-Medical drugs Yes No
(such as marijuana, narcotics, etc.)

Have you ever been arrested, placed under court probation or sentenced for any reason? Yes No

Are you currently on probation? Yes No Until when? _____

Please read the Community Life Standards (on the inside back cover). Do you agree to live by these expectations? Yes No

Will living by these standards require a change in your behavior or current lifestyle? Yes No

Information for a Friend

If you have a friend who may be interested in information about Valley Forge Christian College Woodbridge Campus, please fill out the information below.

Friend's name _____ When will they graduate from high school? _____

Address _____
(Street) (Apt.) (City) (State) (Zip)

Signature

I certify that all of the information in this application is complete, accurate and was written by me. I understand that acceptance to Valley Forge Christian College Woodbridge Campus is subject to review and verification of all letters, forms and records submitted on my behalf. If accepted, I agree to abide by the Community Life Standards and all policies of Valley Forge Christian College.

Signature _____ Date _____

Please return application with non-refundable \$50 application fee to:

****(Your application will be reviewed when fee arrives.)***

Valley Forge Christian College
Woodbridge Campus
Admissions Office
13909 Smoketown Road, Woodbridge, VA 22192

Phone: 703-580-4810 Fax: 703-580-4806 e-mail: woodbridgeinfo@vfcc.edu

Valley Forge Christian College Woodbridge Campus is in compliance with all applicable federal regulations pertaining to non-discrimination on the basis of sex, race, color, national or ethnic origin, age, and disability in its recruitment, admission, education, financial aid and employment policies and programs.

Pastor's Recommendation

PLEASE REVIEW ENTIRE FORM WITH STUDENT BEFORE AGREEING TO COMPLETE IT.

*References from family members are not acceptable

To The Applicant

This reference form should be completed by your pastor and mailed directly to the Admissions Office. Please complete the following information and forward this form to your pastor for completion.

Name of Applicant _____ High School Graduation Date _____

Address of Applicant _____
(Street) (City) (State) (Zip)

Phone (_____) _____

Applicant's waiver of right of Access to Confidential Statement:

I willingly waive my right of access to see this confidential reference understanding that signing this waiver is not required as a condition for admission.

Signature _____ Date _____

To the Pastor:

The above individual is applying for admission to Valley Forge Christian College Woodbridge Campus. Admission eligibility is dependent upon a careful evaluation of the Pastor's Recommendation. A decision cannot be made until it is received. Serious consideration will be given to your comments; therefore, we ask that you complete this form carefully.

As a Christian college, we see ourselves as an extension of the mission and work of the local church, preparing leaders and workers to serve in significant ways in a local congregation. Consequently, we rely heavily on you, the Pastor, to help us distinguish between those students who are spiritually, socially, and emotionally mature enough to find success here, and those who are not. Our goal is that students grow in knowledge, Christian maturity, faith, integrity, and quality of relationships as a result of their time at Valley Forge Christian College Woodbridge Campus.

This document will be kept confidential if the student has signed the waiver of access above. Please mail form directly to address provided after completing it. Thank you for your assistance.

1. How long have you known the applicant? _____ In what context? _____

2. How often have they attended church during the past six months? Less than once a week 1x week 2x week more

3. To your knowledge has the applicant made a personal commitment to Jesus Christ? (Check one)

Yes No I don't know

4. How well do you know him/her? (Please mark an X along the line.)

_____ Very Well _____ Fairly Well _____ Casually _____ By Name/Sight _____

5. To what extent is the applicant engaged in the activities of your church? (Please mark an X along the line.)

_____ Enthusiastic _____ Cooperative _____ Seldom participates _____ Attends irregularly _____

6. What is the applicant's spiritual influence on his/her peers? (Please mark an X along the line.)

_____ Evangelistic _____ Positive _____ Neutral _____ Negative _____

7. Please rate this person in the following areas. (Please mark an X in appropriate box.)

	Excellent	Above Average	Average	Below Average	No chance to observe
Christian Commitment					
Leadership					
Initiative					
Responsibility					
Cooperativeness					
Integrity and Honesty					
Relationship with Family					
Social Adaptability					
Concern for Others					

8. Please comment on any positive or negative characteristics you have observed in the life of the applicant (personal, social, family, etc.)

9. To your knowledge has the applicant used any of the following in the past 12 months?
Please discuss these issues with the student when reviewing form with them.

Alcoholic Beverages Yes No
Tobacco Yes No
Non-Medical drugs Yes No
(such as marijuana, narcotics, etc.)

If "yes", list date discontinued for each _____

10. Would you like us to call you to discuss this student? Yes No

11. Recommendation: I recommend I recommend with reservation I do not recommend

Please print the information below

Name _____

Name of Church and Denomination _____

Position _____ Telephone (_____) _____

Address _____ City _____ State _____ Zip _____

Signature _____

Date _____

**Please return promptly to:
Admissions Office**
Valley Forge Christian College
Woodbridge Campus
13909 Smoketown Road
Woodbridge, VA 22193
Phone - 703-580-4810
Fax - 703-580-4806

Academic/Employer Recommendation

*References from family members are not acceptable

To The Applicant

This recommendation form should be completed by a teacher, guidance counselor, or school administrator. If you are transferring from another college, you may have a college professor or administrative staff member complete the Academic Recommendation form. If you have been out of school and employed for some time, the Academic Recommendation form may be completed by your employer. Please complete the following information and forward this form to the appropriate person for completion.

Name of Applicant _____ High School Graduation Date _____

Address of Applicant _____
(Street) (City) (State) (Zip)

Phone (_____) _____

Applicant's waiver of right of Access to Confidential Statement:

I willingly waive my right of access to see this confidential reference understanding that signing this waiver is not required as a condition for admission.

Signature _____ Date _____

To the Teacher/Guidance Counselor/Employer:

The student named above is required to submit this form before admission to Valley Forge Christian College Woodbridge Campus can be considered. We value your comments and request that you give a full and candid report so that fair consideration may be given to the applicant. Your prompt attention is appreciated. If this form is not adequate for your remarks, please attach any additional information.

Confidentiality: Federal law gives students the option of waiving their right to see specific letters of recommendation. If the applicant has not signed the waiver statement above, we will assume that you are submitting information with full knowledge that it may be seen by applicant if he or she is accepted at Valley Forge Christian College Woodbridge Campus. If the above waiver is signed, your recommendation will remain confidential. Please return form to address provided after completing it. Thank you for your assistance.

1. How long have you known the applicant? _____ In what context? _____

2. How well do you currently know the applicant? _____

3. Please list involvement in activities at your institution. _____

4. Please comment on any positive or negative characteristics you have observed in the life of the applicant (personal, social, academic, etc.) _____

5. Has the applicant ever been dismissed or suspended? Yes No If "yes", please explain. _____

6. Please rate this person in the following areas. (Please mark an X in appropriate box.)

	Excellent	Above Average	Average	Below Average	No chance to observe
Communication Skills					
Leadership					
Initiative/Motivation					
Responsibility					
Cooperativeness					
Integrity and Honesty					
Social Adaptability					
Academic Ability					
Anticipated Achievement in College					

7. Does this student have an IEP? Yes No If yes, please include an up-to-date copy.

8. Will this student continue to need special support services? Yes No

9. What special encouragement, guidance or supervision would you suggest?

10. What additional information can you provide about this applicant that may help us in making our decision? _____

11. Recommendation: I recommend I recommend with reservation I do not recommend

Please print the information below

Name _____

Name of School or Business _____

Position _____ Telephone (_____) _____

Address _____ City _____ State _____ Zip _____

Signature _____

Date _____

**Please return promptly to:
Admissions Office**
Valley Forge Christian College
Woodbridge Campus
13909 Smoketown Road
Woodbridge, VA 22193
Phone - 703-580-4810
Fax - 703-580-4806

College Transfer Reference

To The Applicant

Applicant's Name _____ High School Graduation Date _____

Street Address _____
(Street) (Apt.) (City) (State) (Zip)

Social Security Number _____ Telephone number () _____

Please submit this form to the Dean of Students Office at your present or previous college. Include a stamped envelope addressed to the Admissions Office, Valley Forge Christian College Woodbridge Campus, 13909 Smoketown Road, Woodbridge, VA 22192.

Note: According to the Family Education Rights and Privacy Act of 1974, students have the right to inspect and review their education records, including recommendations, unless those students have waived rights of inspection and review.

I willingly waive my right of access to this reference. I do not willingly waive my right of access to this reference.

Applicant's Signature _____ Date _____

To The Dean of Students or Appropriate Office(s)

The above named person is applying for admission to Valley Forge Christian College Woodbridge Campus. Your cooperation in answering the following questions with the utmost frankness would be greatly appreciated. This information will be used in helping us decide whether or not the applicant will satisfactorily fit into our educational program. Please send the completed form directly to the Admissions Office. Thank you for your assistance.

How long was the applicant enrolled at your institution? _____

Date Entered _____ Date Withdrew/Graduated _____

Are the applicant's accounts at your institution paid in full? Yes No

Amount in arrears, if any _____ Are plans made for payment? Yes No

Does the applicant have a record of disciplinary action while attending your college? Yes No

If so, what is the nature of it? _____

Do you have any specific comments concerning the applicant's attitude toward authority, rules and other students?

Is the applicant eligible to return to your institution? Yes No

Would you like us to call you concerning this applicant? Yes No

Signed _____ Date _____

Institution _____ Position _____

City _____ State _____ Telephone () _____

Please accept our thanks for the time and effort you have given. Your comments will receive full consideration.

**Please return promptly to:
Admissions Office**

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Valley Forge Christian College

Valley Forge Christian College Woodbridge Campus

Transfer of Credit Policy

Valley Forge Christian College campuses follow the recommendations of the joint statement of the American Association of Collegiate Registrars and Admissions Officers (AACRAO), The American Council on Education/Commission of Educational Credit, and the Council on Postsecondary Accreditation regarding the transfer of credits from institutions of postsecondary education.

Transfer of credits toward a degree program is based on the comparability and applicability of the credit from the sending institution toward degree programs at VFCC campuses. Grades of at least "C" or its equivalent are considered for possible credit. Transfer students must complete their last thirty (30) credits in residence at one of the Valley Forge Christian College campuses to qualify for graduation.

Transfer credits will be considered from institutions having accreditation recognized by the Council for Higher Education Accreditation (CHEA).

Transfer Credits From Unaccredited Institutions

Students admitted from unaccredited institutions must submit proper validation of work completed and may be required to furnish additional verification of academic standards at the sending institution. The following means are used to determine academic standards:

1. Taking of comprehensive examinations, including standardized tests given through CLEP or APP or tests prepared by VFCC campuses.
2. Copies of course syllabi, faculty credentials, grading standards or other documents deemed appropriate by VFCC campuses.
3. Analysis of the historic experience and success of previous transfers from the institution, as well as the long-standing tradition of institutions, such as Moody Bible Institute, Zion Bible College or Elim Bible Institute.

The cumulative grade point average from the sending institution must be equivalent to a 2.75 or above on a 4.00 scale.

Transfer credits from unaccredited institutions will only be considered on a conditional basis and will not be applied towards the degree until the completion of one or more successful terms at one of the VFCC campuses with a cumulative GPA of 2.00 or above.

Valley Forge Christian College Community Life Standards

The following Christian Community Life Standards have been adopted by the Board of Trustees of Valley Forge Christian College and the Board of Administration of Valley Forge Christian College Woodbridge Campus. These apply to all members of the college community, including students, faculty, staff, administrators and all others that share or participate regularly in the life of the college.

The Christian standards embodied in this policy apply to all members of the college community, both on and off campus, and both during the college term and when the college is not in session. Christian life is not a "part time" endeavor, therefore, the Christian standards set forth here apply to all members of the community wherever they may be located and at all times of the year.

Any violation of these standards is grounds for serious disciplinary action with the possibility of dismissal from the college, dismissal from employment, suspension, or other such action as the college deems necessary and appropriate.

Certain practices are forbidden in Scripture and will not be tolerated in the lives of college community members. Those practices include sexual relationships outside of marriage (promiscuity in any form) and homosexuality. The college also prohibits the use of alcoholic beverages, tobacco, non-medical drugs, gambling in any form and social dancing. Also prohibited are any form of theft, dishonesty (including cheating and plagiarism), and civil disobedience (except in those rare cases where civil disobedience is warranted by honestly held religious principles and informed conscience, if such action is taken after consultation with Church leaders). Sinful practices such as jealousy, pride, gossip, slander, profanity, vulgarity and greed are inconsistent with the goals of a Christian life style and are likewise to be avoided by all members of the college community.

Members of the Valley Forge Christian College Woodbridge Campus community are expected to practice restraint and discretion in their participation in all forms of entertainment. Nothing should be viewed or listened to which is in conflict with the standards maintained by the Assemblies of God. This standard applies to all entertainment including live theater, television, movie theaters, videos, radio and music.

Valley Forge Christian College Woodbridge Campus encourages all members of the college community to act with discretion in choice of dress. Our standard of dress incorporates obedience to the Biblical principles that we be modest in all things, that we do not offend in any way and that we glorify God in everything. Our concern is that clothing of all types be characterized by modesty, neatness, cleanliness and appropriateness for a Christian. ***Applicants are responsible for reviewing the Valley Forge Christian College Woodbridge Campus Student Handbook section on Appearance Standards. The Handbook can be found on the Valley Forge Christian College Woodbridge Campus Website at vfcc.edu/woodbridge.***

Community life at Valley Forge Christian College Woodbridge Campus should be marked by a careful, consistent demonstration of Christian love and service to others, a concern for evangelism and world missions, honesty, personal integrity, recognition of the rights of others, the defense and advocacy of justice and the glorifying of God in all thought and action. Any type of discrimination against other racial or ethnic groups is forbidden, as is personal or sexual harassment of any nature. The college expects all students, faculty, staff, and other members of the college community to remove from their behavior and speech, as well as from their thinking, racial and ethnic bias. Racism in any form will not be tolerated within the Valley Forge Christian College Woodbridge Campus community.

Valley Forge Christian College Woodbridge Campus community life is exemplified by, and takes as its model, the life of Christ. Dedication to the pursuit of excellence, forbearance for one another and daily commitment to Jesus Christ as Lord, by continued study and obedience to Scripture in all areas of life, remains our guiding light.

VALLEY FORGE CHRISTIAN COLLEGE WOODBRIIDGE CAMPUS

CALENDAR

FALL*	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>
New student orientation	August 21	August 21-22	August 20-21
Classes begin	August 25	August 24	August 23
Last day to add/drop	September 1	August 31	August 30
Last day to register	September 4	September 3	September 2
Last day to withdraw	October 23	October 22	October 21
Fall break	October 8-12	October 7-11	October 6-10
Thanksgiving break	November 25-29	November 24-28	November 23-27
Final Exams	December 14-18	December 13-17	December 12-16
SPRING*			
New student orientation	January 10-11	January 9-10	January 8-9
Classes begin	January 12	January 11	January 10
Last day to add/drop	January 19	January 18	January 17
Last day to register	January 22	January 21	January 20
Last day to withdraw	March 19	March 18	March 16
Spring break	March 6-14	March 5-13	March 3-11
Easter holiday	April 2-5	April 22-25	April 6-9
Final Exams	May 3-7	May 2-6	April 30-May 4
Commencement	May 9	May 8	May 6
SUMMER*			
Term begins	May 10	May 9	May 7
Last day to register	May 10	May 9	May 7
Last day to add/drop	May 14	May 13	May 11
Last day to withdraw	June 18	June 17	June 15
Last day of classes	July 30	July 29	July 27

*Academic year, 16 weeks of instruction per Fall and Spring semesters

Disclaimer

This catalog is published for information purposes only. Valley Forge Christian College Woodbridge Campus reserves the right to make any changes in content, courses, regulations, personnel, policies and other provisions at any time without notice if deemed necessary by the college. VFCCWC does not discriminate against any qualified person on the basis of age, sex, handicap, race, color, national or ethnic origin in any of its policies or procedures.

Bachelor Degrees

Business Administration
Children's Ministry
Christian Education
Christian Ministries
Early Childhood Education
Elementary Education
(Private/Christian School Certificate)
Pastoral Counseling
Pastoral Ministry
Psychology (Counseling)
Theological Studies:

- Biblical Languages
- Biblical Studies
- Philosophy and Religion

Associate Degrees

Bible
Early Childhood Education
General Studies Concentration

One-Year Certificate

Bible and Theology



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