



MPP Academy: Admissions & Enrollment Workflow Process Checklist

Dear Educators and Counselors,

This document is intended to assist you in the process of guiding a prospective and admitted student through the MPP Admissions and Enrollment process. Please do not share this information or links publicly.

This document is intended to provide important information as students consider joining the NAPCA family! Students are encouraged to follow action items in Step 1 and Step 2 as they prepare to apply. After a student is admitted into the MPP Academy, they will receive access to the MPP Student Portal and one of the first steps is to create an account. They should go to mppportal.napcaonline.org to create their account. There they will have access to the documents provided in the action items in Step 3 - 5 which are intended to provide important dates and deadlines to ensure a student's success as they prepare for their arrival to the program.

Blue colored text: Indicates a link to a website, document, or form for you to review.

Step 1: Prepare to Apply

✓	ACTION ITEM	DEADLINE
<input type="checkbox"/>	<p>Please Visit the MPP Academy Website</p> <p>Highly Recommended Pages:</p> <ul style="list-style-type: none"> • MPP Academy Overview • About the MPP Academy • Why Choose MPP Academy 	Immediately
<input type="checkbox"/>	<p>Please Review the MPP Academy Program Brochures</p> <ul style="list-style-type: none"> • Elementary School Program • Middle School Program • High School Program • Undergraduate Program 	Immediately
<input type="checkbox"/>	<p>Please Review the MPP Academy Informational Videos</p> <ul style="list-style-type: none"> • 5 Reasons Why You Should Attend the MPP Academy • MPP Academy Overview • Features & Benefits Part I • Features & Benefits Part II • Features & Benefits Part III • Demystifying the Application Process • NAPCA by the Numbers • Culture & Student Life 	Immediately
<p>The brochures and videos will provide you with a comprehensive overview of the programs and will help you to determine if the MPP Academy will be a good fit for your student. The brochures and videos do not cover tuition, cost of attendance or the student learning outcomes which will be discussed in detail during the virtual information session.</p>		
<input type="checkbox"/>	<p>Review Admission Requirements</p> <ul style="list-style-type: none"> • Elementary Program • Middle School Program • High School Program • Undergraduate Program 	Prior to Applying
<input type="checkbox"/>	<p>Register and Attend a Virtual Information Session</p> <p>Prospective MPP students must attend a</p>	Immediately

	virtual information session. For those families who cannot attend the virtual information session, please contact the MPP Academy Office of Admissions for more information.	
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Step 2: Apply to the MPP Academy

✓	ACTION ITEM	DEADLINE
<input type="checkbox"/>	<p>Gather Required Documentation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Students should know the program name, location, and session dates they would like to be considered for admission. Applications are open to more than one program session. <input type="checkbox"/> Parents will need to provide their information which includes their name, email address, home address, phone number, and occupation. <input type="checkbox"/> Students are required to submit an admissions essay. This admissions essay requirement does not apply to elementary school students. <input type="checkbox"/> Students are required to request a copy of their unofficial academic transcript from their school as this will need to be uploaded to the online admissions application. 	Prior to Applying
<input type="checkbox"/>	<p>Apply Online. Choose the Program That's Right for You.</p> <p>Admissions Application for the MPP E.S Program</p> <p>Admissions Application for the MPP M.S. Program</p> <p>Admissions Application for the MPP H.S. Program</p> <p>Admissions Application for the MPP Undergraduate Program</p> <p>International Student Information</p>	Immediately
<input type="checkbox"/>	Request Letter of Recommendation from Your Teacher	Immediately following your submitted application for admission
<input type="checkbox"/>	Parent/Student Attend an Admissions Interview	<p>Within 2 weeks after you have submitted a complete online application including the admissions essay and unofficial transcript you will be contacted by a staff member from the MPP Academy Office of Admissions and will be asked to attend an Admissions Interview via telephone. The Admissions interview typically takes approximately 10-15 minutes to complete.</p> <p>During the interview session, we will ask questions about the student's academic and career goals, why they decided to apply for admission, and their extra-curricular activities. In addition, we will ask parents questions to get a better insight on where their son or daughter is today as it relates to their college and career path. Please be prepared to do most of the talking! Additionally, prospective students along with their parents will have an opportunity to ask specific questions about the MPP Academy.</p>
<input type="checkbox"/>	<p>Apply for Financial Assistance (Optional)</p> <p>MPP Academy Financial Assistance Application</p>	<p>Immediately following your submitted application for admission</p> <p>There is no deadline. Limited aid is available and an application is not a guarantee of financial assistance. Financial Assistance awards are made on a rolling basis and will be distributed until all funds have been exhausted.</p>

Step 3: Secure Your Enrollment

Step 3a: Accept Your Admission Offer

✓	ACTION ITEM	DEADLINE
<input type="checkbox"/>	<p>Please fill out this short form to accept your admission offer.</p> <p>Accept Your Admissions Offer for the MPP E.S Program</p> <p>Accept Your Admissions Offer for the MPP M.S. Program</p> <p>Accept Your Admissions Offer for the MPP H.S. Program</p> <p>Accept Your Admissions Offer for the MPP Undergraduate Program</p>	Immediately

Step 3b: Secure Your Seat in the Program

✓	ACTION ITEM	DEADLINE
<input type="checkbox"/>	<p>Secure Your Seat in the Program</p> <p><input type="checkbox"/> Option 1: Payment in FULL. Cost of attendance is paid in full on or before June 1 or by the FULL payment deadline provided in your MPP Academy Admission Decision/ Acceptance Letter.</p> <p><input type="checkbox"/> Option 2: 50/50 Payment Plan. Cost of attendance is paid in two parts. 50% of the total cost of attendance due must accompany the signed enrollment agreement to secure the Student's place in the MPP Academy's Academic Year Program. The remaining 50% of the total cost of attendance or full payment of cost of attendance is due on or before September 1, or by the full payment deadline provided in your MPP Academy Admission Decision/ Acceptance Letter.</p> <p><input type="checkbox"/> Option 3: Six Month Payment Plan. Cost of attendance is paid in equal installments over 6 months, with the first payment due on August 1 and remaining payments due on the first day of September through January. Participation in the Tuition Refund Plan described below is required and the associated fee is due on August 1.</p> <p><input type="checkbox"/> Option 4: Ten Month Payment Plan. Cost of attendance for the academic year is paid in equal installments over 10 months, with the first payment due on August 1 and remaining payments due on the first day of September through May. Participation in the Tuition Refund Insurance Plan described below is required and the associated fee is due on September 1.</p>	<p>Parents must pay the remaining balance in full by the payment deadline, which can be found in the student's admission decision letter. Payment deadlines vary by program location.</p> <p style="text-align: center;">Early Bird Discount: Save \$100</p> <p>Pay your total cost of attendance in Full at least 6 months or 180 days prior to the start of your program and you will receive \$100 off your total cost to attend the program.</p>

	<p>Important: Your total cost of attendance can be found in the student's admission decision letter.</p> <p>Note: Payments can be made online and by mail:</p> <p>Parents can mail a cashier's check from a bank institution directly to our office. Please include the student's full name, program name and location, and date of birth on your cashier's check.</p> <p>Please make cashier's checks payable to "NAPCA Foundation".</p> <p>Mailing Address: NAPCA Foundation Office of Student Accounts 2600 W. Olive Ave., 5th Floor Suite 500 Burbank, California 91505</p>	
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Step 3c: Review Required & Optional Participation Forms

✓	ACTION ITEM	DEADLINE
<input type="checkbox"/>	<p>Please fill out required forms using DocuSign.</p> <ul style="list-style-type: none"> <input type="checkbox"/> MPP Academy Enrollment Agreement <input type="checkbox"/> Waiver of Liability/Parental Consent for Students to participate in NAPCA <input type="checkbox"/> Image Release <input type="checkbox"/> Medical/Emergency Information and Release for Emergency Medical Treatment <input type="checkbox"/> NAPCA Student Code of Conduct <input type="checkbox"/> Person Designated to Pick Up Student <input type="checkbox"/> Summer Intensive Enrollment Agreement <input type="checkbox"/> Academic Year Enrollment Agreement <p>Optional forms for students and their parents to complete.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parent Consent to Release Student Without A Parent/Guardian <input type="checkbox"/> Leave of Absence Request 	Immediately
<input type="checkbox"/>	<p>For Residential Students: Campus Housing & Dining Services Agreement</p>	Immediately

Step 4: Prepare for Your Arrival (Summer Intensive Program)

Once your required participation forms are submitted and you have paid your cost of attendance in full or paid at least a 50% deposit toward your total cost of attendance, it's time to get ready to attend NAPCA's MPP Academy.

✓	ACTION ITEM	IMPORTANT DATES/TIMES
<input type="checkbox"/>	Sign-Up for New Student Orientation	Prior to Arrival

<input type="checkbox"/>	Make Transportation Arrangements	Immediately
<input type="checkbox"/>	Request for Airport Pick Up & Drop Off Service	Immediately
<input type="checkbox"/>	Obtain a Visa (International Students Only)	Immediately
<input type="checkbox"/>	Prepare for Classes <input type="checkbox"/> Order MPP Academy Uniform (shop.napcaonline.org) <input type="checkbox"/> Review Suggested School Supplies and Items to Bring to MPP Academy	Immediately
<input type="checkbox"/>	Take the New Student Survey	Prior to Attending the New Student Orientation
<input type="checkbox"/>	Set Up Your NAPCA Email Account	Within 7 days of completing the New Student Orientation, each student will receive an email with their personal login info to their private and secure NAPCA sponsored Gmail account.
<input type="checkbox"/>	Review Student Handbook	Prior to Arrival
<input type="checkbox"/>	Review Campus Services - Student Safety & Supervision Services	Prior to Arrival
<input type="checkbox"/>	Review and Print Program Schedule	Program schedules will be emailed to all admitted students prior to the program start date.
<input type="checkbox"/>	Book an Appointment with your New Student Coordinator	Prior to Arrival
<input type="checkbox"/>	Apply for Parking Permit <input type="checkbox"/> Residential <input type="checkbox"/> Commuter	Residential students are permitted to bring a car to campus, although discouraged and must apply for a parking permit at the designated university prior to arrival. Policy: Must submit keys to the Program Office on the first day of the program and will be returned on the final day of program. <hr/> Commuter students are permitted to bring a car to campus. If parents allow their student to bring a car to campus, students must apply for a parking permit at the designated university prior to arrival. In addition, students are required to submit their car keys to the MPP Academy Office when the student check-in every morning and will be returned to the student after the student signs out of the program each day.

Step 5: MPP Academy Check-In/Move-In (Summer Intensive Program)

✓	ACTION ITEM	IMPORTANT DATES/TIMES
	Program Arrival <input type="checkbox"/> Residential <input type="checkbox"/> Commuter	Program Check-In/Move-In: Sunday 4 – 6 pm (times vary by program location) Program Check Out/Move Out: Days and times vary by program location <hr/> Daily Check-In: 7:00 am – 8:30 am (varies by program location) Commuter Daily Pick-Up: 5:00 pm – 6:00 pm (varies by program location) Extended Commuter Daily Pick-Up: 7:00 pm – 9:00 pm (varies by program location)
<input type="checkbox"/>	Move into University Campus Housing (For Summer Session Only)	First Day of Program
<input type="checkbox"/>	Welcome Ceremony/Parent Orientation	First Day of Program
<input type="checkbox"/>	Student Orientation	First Day of Program

<input type="checkbox"/>	Complete Academic Pre-Assessment	First Day of Program
<input type="checkbox"/>	Classes Begin	First Day of Program