

REGISTRATION PROCEDURES

Registration opens approximately two months before class starts. You may hold a spot in the class with a deposit equal to 25% of the total tuition, a completed Course Application and the signed Refund Policy. Outstanding documents and remaining tuition must be submitted no later than the last day of registration. **All cadets are required to appear in person during the last week of registration** at 3528 Hunter Road, San Marcos, Texas. Office hours are normally M-F from 9am – 3pm except on holidays.

ACCEPTANCE REQUIREMENTS - CHECK LIST

Cadets will not be accepted until the following documents are submitted, approved and full payment is received no later than the last day of registration.

Basic Firefighter Course

_____ 18 years of age by the completion of the course.

_____ Medical/Physical Exam. The Physician's Release for Firefighter Training Form, available at TexasFireAcademy.com and included in your welcome email, must be completed by a doctor and submitted to TFA Admissions Office.

_____ Background Check. Instructions available at TexasFireAcademy.com and included in your welcome email

- All arrests, charges and dispositions must be fully disclosed.
- No pending, deferred adjudication or conviction on Felony or Class A Misdemeanors.
- Class B and C Misdemeanor arrests, charges, deferred adjudication and convictions will be evaluated.
- Any concerns should be directed to the TFA Admissions Office.

_____ Course Application. **Incomplete applications will not be accepted.**

_____ Refund Policy.

_____ Release of Liability (notarized).

_____ Copy of Driver's License.

_____ Copy of Diploma, GED or College Transcript.

_____ Tuition paid in full.

- Veterans are required to have all documents submitted to VA and the 25% deposit paid to TFA before tuition benefits are processed.

_____ TCFP/FIDO Personal Identification Number.