

# Registration Procedures

Registration opens approximately two months before class starts.

- At the beginning of registration, you may hold a spot in the class with:
  - a deposit equal to 25% of the total tuition
  - a completed Course Application
  - a signed Refund Policy.

Outstanding documents and remaining tuition must be submitted no later than 3pm CST the last day of registration.

**All cadets are required to appear in person at 3528 Hunter Road, San Marcos, Texas for gear sizing the week following registration.** Office hours are normally M-F from 9am – 3pm except on holidays.

## **Acceptance Requirements – Student 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.

\_\_\_\_\_ [Course Application](#). **Incomplete applications will not be accepted.**

\_\_\_\_\_ [TCFP/FIDO Personal Identification Number](#). – Email/provide to TFA Admissions Office.

\_\_\_\_\_ [Refund Policy](#).

\_\_\_\_\_ [Physicians' Release for Firefighter Training Form](#), must be completed by a doctor during a medical/physical exam and submitted to the TFA Admissions Office.

\_\_\_\_\_ [OSHA Form](#) – reviewed by a physician's office at the same time as the Physician's Release Form

\_\_\_\_\_ [Release of Liability](#) - notarized.

\_\_\_\_\_ Background Check. [Instructions available](#) at [TexasFireAcademy.com](http://TexasFireAcademy.com).

- 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

\_\_\_\_\_ Copy of Driver's License.

\_\_\_\_\_ Copy of Diploma, GED or College Transcript – unofficial or photocopy is acceptable.

\_\_\_\_\_ **Tuition paid in full.**

