



## ADMISSIONS POLICY

Enrollment at TCA and its continuation is a privilege not a right. All new students must participate in the admissions process as established by the admissions department and principals to determine each student's eligibility. This admissions process helps to determine if a child is likely to experience success in our educational program. Admissions/enrollment takes place only after the student and their family has determined that they are in agreement with the TCA Statement of Faith, as well as the academic, student life, and administrative practices of the school, and is then authorized to enroll by the admissions director and the appropriate principal.

Trinity Christian Academy maintains a nondiscriminatory policy. It is the policy of Trinity Christian Academy in student admission to prohibit discrimination on the basis of race, religion, color, national, or ethnic origin, sex, age, or disability. The school offers students the opportunity to participate in appropriate programs and qualifying activities without discrimination as described above. This policy applies to educational, financial, fine arts, athletic, and all other school-administered programs.

## ENROLLMENT

Trinity Christian Academy participates in various State of Florida funded scholarship programs. The number of enrollment opportunities for state funded students is limited annually. Therefore, a scholarship award does not ensure an enrollment. The limitation of scholarship enrollments applies to all grade levels and follows the criteria for all students under the administration of the principals. The enrollment method often referred to as "registration" is designed to provide a modest advantage to returning families who are allowed to enroll on a first-come, first-served basis during the initial days of Early Registration. Immediately following the returning family registration, new families are allowed to begin registering also on a first-come, first-served basis until classes or grade levels close, based on space available.

1. For prospective new students in Nursery, Pre-K (ages 0-4) and Kindergarten, parents can obtain the necessary enrollment admissions information from the Admissions office or from the Admissions tab of the school website. Each new student entering Kindergarten must take an entrance assessment. The preschool and kindergarten parents and students need to come to an informational tour with the kindergarten principal who will then determine acceptance.
2. New students in the first through twelfth grades must meet academic criteria based on entrance testing and review of academic, attendance, and behavioral records. After completion of the process the principal will determine acceptance for enrollment.
3. Trinity Christian Academy requires that all home school students seeking enrollment provide certification of registration as a home school student in the county in which they reside, achievement testing results, and an official transcript or a certified portfolio.

4. Parents will be notified of their student's acceptance via email, phone, or letter. In some cases, parents will be asked to have a conference with the grade level principal. In these cases, acceptance will not be granted until the school, the student, and the family have met and agreed upon any and all conditions of enrollment which may be determined by the results of the entrance testing, discipline records, interview, and limitations on scholarships.
5. The completed enrollment forms for new students must be returned to the administration office along with copies of your child's immunization records, Florida Health Department physical, parent and child's social security cards, and birth certificate.
6. Trinity Christian Academy requires that all parents read the student handbook for their child's grade level. The PLEDGE OF COOPERATION and PUBLICATION AGREEMENT are to be signed, dated, and turned in with the registration materials. No registration will be completed nor a student accepted as enrolled until these signed and dated documents are on file in the administration office.
7. The new student admission fee must be paid at the time of enrollment. An account must be set up in the payment management system at that time. Registrations taken after June 20 must also include the first tuition payment for the twelve-payment plan. If parents plan to use the ten-payment plan, the first tuition payment is due July 5<sup>th</sup> or 20<sup>th</sup>. Registrations after July 20<sup>th</sup> are subject to discretionary billing by the business office.
8. Students may be participants in state funded scholarship programs. The same admission procedures are in effect for all students; however, we may not be able to fulfill all educational accommodations based upon the services we offer. A student can be denied enrollment if their needs require more time and attention than we feel we are able to provide for a student. The number of these scholarship recipients may be limited by the administration.

**NOTE:** Registration is not complete until students have been accepted, fees paid, billing account (FACTS) has been set up, and health and registration documents submitted.

Students can be denied enrollment based upon any one of several factors. These include but are not limited to:

1. Not meeting entrance testing minimal scores.
2. Having been suspended or expelled from their previous school(s) or having withdrawn to avoid such action.
3. Discipline involving aggressive behavior, drug related offenses, weapons violations, or immorality.
4. Having significant absenteeism or tardiness.
5. Students who have parented a child or become the parents of a child will not be permitted to enroll or remain enrolled.
6. Students who are married or become married will not be permitted to enroll or remain enrolled.
7. Enrolling under false pretense.
8. Providing false information or withholding significant information.
9. Failing to meet our academic standards or if a student's needs exceed the minimal accommodations offered in the classroom.

## **LOWER SCHOOL** **Preschool and Elementary**

### **KINDERGARTEN ADMISSIONS PROCESS (3's, VPK, Kindergarten)**

Submit Application--- online [www.tcajax.org/admissions](http://www.tcajax.org/admissions)  
Submit Teacher Recommendation Form from prior daycare/school  
Submit IEP (if applicable)  
Attend Parent Walkthrough/Orientation with Principal  
Readiness Assessment Taken [Kindergarten only] (\$50 fee)

After the above items have been completed, each student's file will be reviewed, and we will notify you of your child's admission status. If accepted, you may then complete registration.

### **Age Criteria for Admissions in 3's, VPK, Kindergarten**

**Minimum Age Limit** – the age at which a student is considered too young to enroll in a certain grade.  
**Maximum Age Limit** – the age at which a student is considered too old to enroll in a certain grade (if the student has reached that age on or before September 1.)

<b>Grade Level</b>	<b>Minimum Level</b>	<b>Maximum Age</b>
3 year olds	3 on or before Sept. 1	5
VPK	4 on or before Sept. 1	6
Kindergarten	5 on or before Sept. 1	7

### **ELEMENTARY ADMISSIONS PROCESS (Grades 1-5)**

Submit Application-- online [www.tcajax.org/admissions](http://www.tcajax.org/admissions) \$60 non-refundable fee  
Submit Most Recent Report Card  
Submit Prior Year's Final Report Card  
Submit Most Recent Standardized Test Scores  
Submit Teacher Recommendation Form from prior teacher/school  
Submit IEP/504 Plan (if applicable)  
Take Entrance Test / Attend Parent Orientation during Test

After the above items have been completed, each student's file will be reviewed, and we will notify you of your child's admission status. If accepted, you may then complete registration.

### **6<sup>th</sup> GRADE ADMISSIONS PROCESS**

Submit Application-- online [www.tcajax.org/admissions](http://www.tcajax.org/admissions) \$40 non-refundable fee  
Submit Most Recent Report Card  
Submit Prior Year's Final Report Card  
Submit Most Recent Standardized Test Scores  
Submit Teacher Recommendation Form from prior teacher/school  
Submit IEP/504 Plan (if applicable)  
Register and Take Independent School Entrance Exam (ISEE) (\$125)

After the above items have been completed, each student's file will be reviewed, and we will notify you of your child's admission status. If accepted, you may then complete registration.

### Age Criteria for Admissions in 1<sup>st</sup> – 6<sup>th</sup> Grades

**Minimum Age Limit** – the age at which a student is considered too young to enroll in a certain grade.

**Maximum Age Limit** – the age at which a student is considered too old to enroll in a certain grade (if the student has reached that age on or before September 1.)

Grade Level	Minimum Level	Maximum Age
1 <sup>st</sup>	6 on or before Sept. 1	8
2 <sup>nd</sup>	7 on or before Sept. 1	9
3 <sup>rd</sup>	8 on or before Sept. 1	10
4 <sup>th</sup>	9 on or before Sept. 1	11
5 <sup>th</sup>	10 on or before Sept. 1	12
6 <sup>th</sup>	11 on or before Sept. 1	13

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## UPPER SCHOOL

### UPPER SCHOOL ADMISSIONS PROCESS (Grades 7-12)

Submit Application-- online [www.tcajax.org/admissions](http://www.tcajax.org/admissions) \$40 non-refundable fee

Submit Most Recent Report Card

Submit Prior Year's Final Report Card

Submit High School Transcript (for entrance into grade 10-12)

Submit Most Recent Standardized Test Scores

Submit Discipline/Conduct Record

Submit IEP/504 Plan (if applicable)

Register and Take Independent School Entrance Exam (\$125)

After the above items have been completed, each student's file will be reviewed, and we will notify you of your child's admission status. If accepted, you may then complete registration.

### Age Criteria for Admissions in 7<sup>th</sup> –12<sup>th</sup> Grades

**Maximum Age Limit**- the age at which a student is considered too old to enroll in a certain grade (if the student has reached that age before the first day of school).

**Minimum Age Limit**- the age at which a student is considered too young to enroll in a certain grade (if the student has not reached that age before the first day of school).

Grade Level	Maximum Age	Minimum Age
7 <sup>th</sup>	14 years old	12 years old
8 <sup>th</sup>	15 years old	13 years old
9 <sup>th</sup>	16 years old	14 years old
10 <sup>th</sup>	17 years old	15 years old
11 <sup>th</sup>	18 years old	16 years old
12 <sup>th</sup>	19 years old	17 years old

## FINANCIAL POLICY AND PROCEDURES

### RATES:

The administration of Trinity Christian Academy publishes new rates on a Financial Information Sheet that is released in January for the following school year. Information on payment plans can be found on the Financial Information Sheet. Payment plans offering a discount (annual or semester payments) must be paid at the end of the month in which payment is due or the discount will be forfeited, and the account will be converted to a monthly payment plan. Student accounts must be current before entering classes.

### AUTOMATED TUITION PAYMENTS:

Tuition payments must be set up to be automatically withdrawn from either a checking account or credit card. If a credit card is used, the payment management system will charge a 2.75% service fee. Payments can be made by cash or check, either online or in person at least two business days prior to the billing date and an automatic withdrawal will not be taken. Credit cards will only be accepted online. Once set up, payments will be deducted on the 5<sup>th</sup>/20<sup>th</sup> or billing date of each month. Contact the business office for further information. A fee of \$30.00 will be charged for failed payment.

### CHARGES DUE TO WITHDRAWAL:

**SPECIAL NOTE: The admission fee is not refundable.**

Tuition refunds will be prorated based on the following table:

August 1 – 31	90% of annual tuition
September 1 – 30	80 % of annual tuition
October 1 – 31	70% of annual tuition
November 1 – 30	60% of annual tuition
December 1 – 31	50% of annual tuition
January 1 – 31	40 % of annual tuition
February 1 – 28	30% of annual tuition
March 1 – 31	20% of annual tuition
April 1 – 30	10% of annual tuition
May 1 – 31	0% of annual tuition

In addition to the above rates, students who withdraw anytime between July 1 and May 31 will be charged a \$500 withdrawal fee per student. If a family has multiple children enrolled in TCA and one child is withdrawn, any refund due is automatically credited to the account of the child(ren) who remain enrolled.

### WITHDRAWALS:

If a student account is not up to date at the time of withdrawal or dismissal, all grades and records will be held until the balance is paid. **No grades or records will be released on the same day a student withdraws regardless of the account balance.**

Parents must have completed all withdrawal papers and paid all fees and tuition payments due in order for the school records to be sent to the receiving school. Withdrawals from school must be initiated and processed through the individual school offices. Withdrawal is not complete until the withdrawal form is turned in to the administration office. An account left open will incur additional tuition fees until withdrawal papers are processed and returned to the administration office.

**LATE CHARGES:**

All payments for tuition, extended education, music lessons, or any other charges paid through the academy will be due by the billing date of each month. A late fee of \$25.00 will be added to any account with a balance due after the billing date.

Statements concerning outstanding account balances and the upcoming month's charges, if any, may be viewed at any time thru the payment management system.

If, on the first day of a new month, the previous month's tuition is still outstanding, a letter will be mailed to the parent requesting payment in full by the 15th of the new month. If payment in full of the previous month's bill is not received by that time, the parents will be notified that they are subject to withdraw the students from school. Any student(s) withdrawn from Trinity Christian Academy must be re-registered and pay appropriate fees in order to return to classes.

**CHECK FEES AND OTHER INFORMATION:**

A \$30.00 returned check fee will be charged for each time a check is returned by your bank. Checks returned for the first time will be re-deposited. After two (2) returned checks, cash, credit or debit card (online only), money order, or cashier's check must be used to make payments.

**Report cards will not be released at the end of a grading period if the student's account**

(including tuition, lunch charges, payment for lost or misused books, outstanding fund-raising monies, etc.) **is not paid up to date.** The business office does not accept post-dated checks. If parents expect their child's report card to be released at the end of the school year, personal checks must be received in the business office ten (10) business days before the last day of school. Otherwise, cash, credit card, debit card, money order, or cashier's check must be used to make payments. All official academic records and transcripts will be held until any outstanding balance is satisfied.

Fees for private music lessons and sports participation are added to tuition billing.

**DELINQUENT ACCOUNTS**

All payments for tuition, extended education, music lessons, athletic fees or any other charges paid through the academy are due by either the 5th or 20th of each month. If an automatic withdrawal is returned, a 2nd attempt will be made 15 days later. If the 2nd attempt is returned, a late fee of \$25.00 will be added to the account.

Students with accounts more than 45 days past the due date will be subject to withdrawal from school. Families will be advised in writing of the necessary financial obligation in order to be readmitted. Trinity reserves the right to impose any appropriate penalties in those situations where delinquent tuition or any other fees persist. These may include, but are not limited to, denial of re-enrollment, suspension of students, revocation of financial aid, restricting student participation in extra-curricular activities, withholding of yearbooks, and withholding of transcripts and records.

**GRADUATION:**

All graduating student accounts must be paid in full ten (10) business days before graduation day.

**FINANCIAL AID:**

A limited financial aid program is available to qualifying parents. The application is available through our payment management system (FACTS).