



## **ADMISSIONS POLICY**

Enrollment at TCA and its continuation is a privilege not a right. All new students must participate in the admissions process to determine eligibility. This admissions process helps to determine if a student is likely to experience success in our educational program. Admissions/enrollment takes place only after the student and their family has determined that they agree with the TCA Statement of Faith, meet academic standards, and administrative practices of the school. When this is established, the family is then authorized to enroll by the admissions director and the division principal.

TCA believes an open enrollment policy to be intentional, and missional to furthering the truths found in the Bible. TCA families understand that though they may not share a biblical worldview, it is expected that they support TCA's Mission "To empower students to discover and live out their God-given purpose." Actively promoting a worldview outside of biblical principles, and what TCA endorses as our Statement of Faith, is viewed as being unsupportive of the mission and purpose of our school.

Trinity Christian Academy maintains a nondiscriminatory policy. It is the policy of Trinity Christian Academy in student admission to prohibit discrimination based on 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 the State of Florida, School Choice scholarship programs, through Step Up for Students, only. We accept the Florida Tax Credit Scholarship (FTC), the Family Empowerment Scholarship for Educational Options (FES-EO), and the Family Empowerment Scholarship for Students with Unique Abilities (FES-UA).

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. Beginning at the specified date (listed on the website), new families who have been accepted, are allowed to begin registering until classes or grade levels close, based on space available.

1. For prospective new students in Nursery, K3 and VPK (ages 0-4) parents can obtain the necessary enrollment admissions information from the Admissions office or from the Admissions tab of the school website.
2. New students in kindergarten 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 review committee 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. 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 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 registration forms for new students must be returned to the business office along with copies of your child's immunization records, current 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, STUDENT PHOTOGRAPH AND INFORMATION RELEASE, SUPPORTING TCA's MISSION and TCA GOOGLE SUITE PERMISSION FORM are to be signed, dated, and turned in with the registration materials. No registration will be complete, 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 (FACTS) at that time. Enrollments completed after June 20th must also include the first month's payment with registration if choosing the twelve-payment plan. Enrollments completed after July 20th 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.

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## **LOWER SCHOOL**

### **Preschool and Elementary**

#### **PRESCHOOL ADMISSIONS PROCESS (3's and VPK)**

Submit Application--- online [www.tcajax.org/admissions](http://www.tcajax.org/admissions)

Submit Teacher Recommendation Form from prior daycare/school (if applicable)

Submit IEP (if applicable)

Attend Parent Orientation with Principal

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 and VPK**

**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 Age</b>	<b>Maximum Age</b>
3-year-olds	3 on or before Sept.1	5
VPK	4 on or before Sept. 1	6

**ELEMENTARY ADMISSIONS PROCESS (Grades Kindergarten-5)**

Submit Application-- online [www.tcajax.org/admissions](http://www.tcajax.org/admissions) \$50 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 - \$50 non-refundable fee (Not every student will move forward to entrance testing.)

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 Kindergarten - 5th 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.)

<b>Grade Level</b>	<b>Minimum Age</b>	<b>Maximum Age</b>
Kindergarten	5 on or before Sept. 1	7
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

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**UPPER SCHOOL**

**UPPER SCHOOL ADMISSIONS PROCESS (Grades 6-12)**

Submit Application-- online [www.tcajax.org/admissions](http://www.tcajax.org/admissions) \$50 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 MAPS Entrance Test - \$100 non-refundable fee (Not every student will be moved forward to entrance testing.)

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 6<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).

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

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## **FINANCIAL POLICY AND PROCEDURES**

### **RATES**

The administration of Trinity Christian Academy publishes new rates on a Financial Information Sheet for the following year. The Financial Information Sheet is published on the Tuition Information webpage on the school's website. 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. 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 through the payment management system. If a credit card is used, the payment management system will charge a service

fee. Once the payment plan is set up, payments will be deducted on the 5<sup>th</sup> or 20<sup>th</sup> billing date of each month. A fee of \$25.00 will be charged for failed payment. Contact the business office for further information.

### **LATE CHARGES**

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

### **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 redeposited. 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 postdated checks. To release a report card 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**

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

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 a designated deadline. If the entire payment for the previous month's bill is not received by the designated deadline, parents will be informed that their student(s) may face withdrawal from school. Any student(s) withdrawn from Trinity Christian Academy must be re-registered and pay appropriate fees to return to classes.

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 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.

## **CHARGES DUE AT 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 remains 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 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 provided to the administration office. An account left open will incur additional tuition fees until withdrawal papers are processed and returned to the administration office.

## **CONQUEROR CARE**

All students must be picked up or under adult supervision, including Conqueror Care, clubs, athletic practice, etc., within 30 minutes of school dismissal times. For any student not picked up by the allowed pick-up time, a late pick-up fee of \$15 per 15-minute

increment will be charged to the student's FACTS account. Students who are consistently picked up beyond the allowed pick-up time will be enrolled into the Conqueror Care program, and the charges for the program will be added to the student's FACTS account.

### **SCHOLARSHIPS AND DISCOUNTS**

If a student has been awarded a scholarship, it is the parent's responsibility to provide the required documentation to the business office to enroll the student into the scholarship program. Scholarships are applied towards the individual student's annual tuition first.

All discounts are calculated towards the individual student's annual tuition after the scholarship has been applied. Only one discount can be applied to an individual student's tuition.

### **FINANCIAL AID**

A need-based financial aid program is available to parents with K-12th grade students. The application is available through our payment management system (FACTS) under Grant & Financial Aid. The application fee is \$45. All applications are verified through FACTS and then reviewed by the Financial Aid committee to determine eligibility.

### **GRADUATION**

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