



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 school 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 date has been selected, 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, excessive disrespect, 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

PRESCHOOL ADMISSIONS PROCESS (3's and VPK)

Submit Application--- online www.tcajax.org/admissions

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

Submit IEP (if applicable)

Attend online 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.)

Grade Level	Minimum Age	Maximum Age
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 \$75 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 current 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.)

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

UPPER SCHOOL

UPPER SCHOOL ADMISSIONS PROCESS (Grades 6-12)

Submit Application-- online www.tcajax.org/admissions \$75 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 6th -12th 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	Minimum Age	Maximum Age
6 th	11 years old	13 years old
7 th	12 years old	14 years old
8 th	13 years old	15 years old
9 th	14 years old	16 years old
10 th	15 years old	17 years old
11 th	16 years old	18 years old
12 th	17 years old	19 years old

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 for automatic withdrawal from either a checking account or credit card. Once a payment plan is established, payments will be deducted on the 5th or 20th of each month, depending on the selected billing date.

One-time payments by cash or check may be made in person at the Business Office front desk. Credit card payments are accepted online only. Manual payments must be received at least two business days prior to the scheduled billing date to prevent the automatic withdrawal from being processed. If a credit card is used, a service fee will be charged by the payment management system. A \$25 FACTS returned payment fee will be assessed for any failed payment.

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

LATE CHARGES

All payments for tuition, Conqueror Care, music lessons, athletic fees and any other charges billed through the academy are due by either the 5th or 20th of each month, depending on the selected billing date. If an automatic withdrawal is returned, a second withdrawal attempt will be made 15 days later. If the second attempt is also returned, a \$25 late fee will be assessed to the account.

CHECK FEES AND OTHER INFORMATION

A \$30 returned check fee will be charged each time a check is returned by the bank. A check returned for the first time will be redeposited. After two (2) returned checks, payments must be made by cash (in person), credit or debit card (online only), money order, or cashier's check.

PAYMENT RESTRICTIONS AND METHODS

The Business Office does not accept post-dated checks.

To release a report card at the end of the school year, personal checks must be received at least ten (10) business days prior to the last day of school. After this deadline, payment must be made by cash, credit card, debit card, money order, or cashier's check.

ACCOUNT HOLDS AND ACADEMIC RECORDS

Report cards will not be released at the end of a grading period if a student's account—including tuition, lunch charges, lost or damaged materials, outstanding fundraising balances, or other fees—is not paid in full. All official academic records and transcripts will be held until any outstanding balance is satisfied.

DELINQUENT ACCOUNTS

Account statements, including outstanding balances and upcoming charges, may be viewed at any time through the FACTS Family Portal.

If a tuition payment is attempted twice and both attempts are unsuccessful, the Business Office will send written notice to the parent requesting payment of the past-due balance in full by the deadline stated in the letter. If the full balance for the prior month is not received by the designated deadline, parents will be notified that their student(s) may be

subject to withdrawal from Trinity Christian Academy. Any student withdrawn for nonpayment must be re-enrolled and all applicable fees must be paid before returning to classes.

Accounts that remain unpaid for more than 45 days past the due date will be subject to withdrawal. Families will be notified in writing of the financial obligations required for readmission.

Trinity Christian Academy reserves the right to impose additional actions when delinquent tuition or fees persist. These actions may include, but are not limited to, denial of re-enrollment, suspension of students, revocation of financial aid, restriction of participation in extracurricular activities, and the withholding of yearbooks, transcripts, diplomas, and other academic records.

WITHDRAWAL - PRORATED TUITION AND FEES

The admission fee is not refundable.

If a student withdraws, the family remains financially responsible for a prorated portion of the annual tuition, based on the month in which the withdrawal occurs, as outlined below. The percentages represent the portion of annual tuition owed.

- August: 10%
- September: 20%
- October: 30%
- November: 40%
- December: 50%
- January: 60%
- February: 70%
- March: 80%
- April: 90%
- May: 100%

In addition to the prorated tuition listed above, students who withdraw for the 2026–2027 school year between March 1, 2026, and May 29, 2026, will be charged a withdrawal fee per student, regardless of whether the withdrawal is voluntary or involuntary, according to the schedule below:

- March 1: \$100 per student
- April 1: \$200 per student
- May 1: \$500 per student

WITHDRAWAL – HOLDS AND REFUNDS

If a family has multiple children enrolled at TCA and one child is withdrawn, any refund due is automatically credited to the account of the child(ren) who remains enrolled.

If a student's account is not paid in full at the time of withdrawal or dismissal, all grades and academic records will be held until the balance is satisfied. Grades and records will not be released on the same day a student withdraws, regardless of account status.

All withdrawal paperwork must be completed, and all tuition and fees must be paid in full, before school records will be released to a receiving school. Withdrawals must be initiated and processed through the appropriate school office and are not considered complete until the official withdrawal form is submitted to the Administration Office. Accounts will continue to accrue tuition charges until withdrawal paperwork is fully processed.

CONQUEROR CARE

All students must be picked up or under adult supervision—through Conqueror Care, clubs, athletic practices, or other school-sponsored activities—within 30 minutes of school dismissal.

For any student not picked up within the allowed 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 after the allowed pick-up time may be enrolled in the Conqueror Care program, and applicable program charges will be added to the student's FACTS account.

SCHOLARSHIPS AND DISCOUNTS

For students awarded a scholarship, parents are responsible for submitting all required documentation to the Business Office to enroll the student in the scholarship program. Scholarships are applied first toward the individual student's annual tuition.

Any applicable discounts are calculated after the scholarship has been applied to the student's annual tuition. Only one discount may be applied per student.

FINANCIAL AID

The Financial Aid Program provides need-based and merit-based tuition assistance for families of students enrolled in kindergarten through 12th grade. Applications must be submitted through the FACTS Family Portal under the "Grant & Financial Aid" section. A non-refundable application fee of \$45 is required. All applications are subject to verification by FACTS and will be reviewed by the Financial Aid Committee to determine eligibility.

Approved financial aid is applied toward the student's tuition according to the family's selected tuition payment plan. If a student's scholarship amount increases, the financial aid award may be adjusted accordingly.

If a student withdraws—whether voluntarily or involuntarily—or is expelled during the academic year for which aid has been awarded, the financial aid will be prorated. No portion of the financial aid or tuition payments will be refunded, and any remaining balance of the aid will be forfeited.

GRADUATION

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