



# TRINITY CHRISTIAN ACADEMY

Teaching the Art of Learning

## Reenrollment Information for 2010-2011

Current Trinity families have the opportunity to reenroll their child(ren) before outside applications are considered. Once the process is completed, parents will receive confirmation by mail of their child(ren)'s enrollment status for 2010-2011.

### Enrollment Periods

#### **Priority Enrollment**

The Priority Enrollment extends from Monday, February 8, through Monday, February 22, 2010. During the Priority Enrollment period, applications and reenrollments are given priority as indicated below:

1. All reenrolling students;
2. New students with reenrolling siblings (Application for Admission form required for new students);
3. New students who are children of Trinity teachers;
4. New students who are children of Tates Creek Presbyterian Church members;
5. New students who are children of Wellington Christian Church, Porter Memorial Baptist Church, and Anchor Baptist Church members;
6. All other new students.

Within each group, all applications and reenrollments are processed on a first-come, first-serve basis. Reenrollment forms received after the end of the Priority Enrollment period will lose their priority status and will be placed behind other completed applications, which have been received. **Families who do not submit their completed reenrollment forms and fee by February 22 risk their child being displaced by another student.**

#### **Open Enrollment**

The Open Enrollment Period begins on February 23, 2010. Applications and reenrollment forms received during Open Enrollment are processed on a first-come, first-serve basis.

### What You Need To Do

- Complete the enclosed 2010-2011 Reenrollment Contract (one form per family).
- Sign the Statement of Faith **and** the Statement of Agreement and Financial Contract.
- Include the Reenrollment Fee of \$300 per student, \$600 maximum per family. This fee is non-refundable.  
*(If the fee is a hardship for your family, please contact Sharon Caudill, in the Business Office, 271-0079, to make arrangements for this payment.)*
- Return completed forms and the reenrollment fee by **Monday, February 22, 2010.**

#### **Please note:**

- Siblings of current students, who will be new to the school, need to complete a Student Application form, which can be obtained through our Admissions Office (sfranklin@tcalex.org; Shella Franklin, 271-0079).
- Current Trinity preschoolers applying for reenrollment are required to take the Kindergarten Readiness test on either Saturday, March 13, April 17, or other dates made by appointment. Please contact the Admissions Office to schedule your child's testing.
- If you need information about the Tuition Assistance program, please contact our Business Office (scaudill@tcalex.org; Sharon Caudill 271-0079).
- Beginning Tuesday, March 16, the reenrollment fee is \$350 per student, \$650 maximum per family.



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## Tuition 2010-2011

### REENROLLMENT FEE

A non-refundable reenrollment fee must be submitted with the Reenrollment Form to hold your child's space. If the fee is a hardship for your family, please contact Sharon Caudill at the Business Office (271-0079) to make arrangements for this payment.

- **Preschool reenrollment** fee is \$50.
- **Kindergarten reenrollment** fee is \$150.
- **Grades 1—12 reenrollment** fee is \$300 per student (maximum of \$600) and is not applied toward tuition.

### TUITION SCHEDULE, 2010-201

Grade	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child
2-day Preschool	\$1,151	\$1,093	\$691
3-day Preschool	\$1,454	\$1,381	\$872
Transitional Kindergarten half day	\$2,725	\$2,589	\$1,635
Kindergarten half day	\$3,099	\$2,944	\$1,859
Kindergarten full day	\$5,176	\$4,917	\$3,106
Grades 1-3	\$6,704	\$6,368	\$4,022
Grades 4-6	\$6,822	\$6,481	\$4,093
Grades 7-12	\$7,832	\$7,441	\$4,699

\*Any additional children will be the third-child rate.

### TUITION WORKSHEET (To calculate your approximate monthly payment; please fill out the lines below):

<b>First Child</b>	Grade Level: _____	Annual Tuition:	\$ _____
<b>Second Child</b>	Grade Level: _____	Annual Tuition:	\$ _____
<b>Third Child</b>	Grade Level: _____	Annual Tuition:	\$ _____
<b>Fourth Child</b>	Grade Level: _____	Annual Tuition:	\$ _____
<b>If not prepaying tuition, add FACTS Management Fee</b>			
Automatic Bank Withdrawal (\$38) <b>OR</b> Monthly Invoices (\$45)			\$ _____
Total Annual Tuition Due			\$ _____
Monthly Payment (divide by 12 if reenrollment completed by May 1)			\$ _____

### MONTHLY PAYMENTS

Monthly tuition payments will be calculated using a 12-month payment period. If students are reenrolled after June 1, monthly tuition payments will be adjusted accordingly (e.g. an 11-month payment period for July applicants, a 10-month payment period for August applicants, etc.). Please note that tuition must be paid in full by the end of the school year.

Tuition includes: Traditional tuition expenses; curriculum expenses, most field trips taken during the school day.

Tuition does not include: Student's personal supply needs (notebooks, pencils, etc.) and optional expenses such as individual and class photographs, overnight field trips, and extracurricular activities.

## **MULTI-STUDENT DISCOUNTS**

Trinity Christian Academy continues to offer this simple form of financial assistance to help make Christian education affordable to families with particularly high tuition costs. As reflected in the tuition table, the second, third, and each child thereafter receives an automatic discount on their tuition.

## **TUITION PAYMENT**

Tuition may either be paid in full by the start of the school year (half in June, half in August) or by monthly payments made through the FACTS Management System. The FACTS fee is \$38 if you pay by automatic bank withdrawal, or \$45 if you choose to be invoiced monthly. The first tuition payment for the 2010-2011 school year is due in June, 2010.

## **TUITION ASSISTANCE**

If you need tuition assistance, please contact Sharon Caudill at the Lower School office for a financial aid packet, which includes eligibility requirements, tuition assistance forms and other information. Completed tuition assistance forms must be submitted to Family Financial Needs Assessment (FFNA) by March 16, 2010. You may also complete the financial aid request form online at [www.ffna1.com](http://www.ffna1.com) (Trinity's FFNA code is 2353). Beyond the regular financial aid, there is also an Extended Aid Application for families who complete the tuition assistance process through FFNA and receive an award, but still need additional assistance.

## **FINANCIAL CONTRACT**

A continuing objective of the school is to achieve a balanced budget each school year. To achieve this goal Trinity requires a financial commitment from each family for the entire school year. When you sign the Statement of Agreement and Tuition Contract you are faithfully committing to pay the full amount of your child's tuition for the entire year. Therefore payment of tuition is required for the full year including cases of disciplinary dismissal, or voluntary withdrawal except of Board approval such as when a family moves from the service area of Trinity. All fees and tuition owed to Trinity **must be paid** before school records may be released. The reenrollment fee is non-refundable and does not apply towards tuition.

### **TUITION FAQs:**

**Question:** *I've reenrolled my child, but during the summer I decide against coming to Trinity. Can I receive a reenrollment refund? Surely I can be released from my tuition obligation?*

**Answer:** No, the reenrollment amount is non-refundable, even in the event of a family moving outside of the Trinity service area (generally considered > 35 miles away). In addition, your tuition commitment is for the entire year. Any request for release must be submitted to the Headmaster in writing for Board consideration.

**Question:** *I've reenrolled my child and made my tuition payments for June and July. If I decide to withdraw my child before school starts, can I get my tuition refunded?*

**Answer:** The school expects tuition payments to continue for the entire school year per the Statement of Agreement and Financial Contract. Therefore, the June and July payments would not be refunded, and the obligation for the entire year of tuition remains.

**Question:** *I've prepaid my child's tuition, but my job suddenly changes and I must move. Will the school refund the prepaid tuition?*

**Answer:** With Trinity Board approval, the prepaid balance can be refunded. The Reenrollment Fee is not refundable.

**Question:** *My child does not like his teacher and is not socially adjusting to his peers. Can I withdraw my child from the school and obtain released from my tuition obligation?*

**Answer:** Full payment of tuition is expected.

**Question:** *My child has been enrolled for 2 months of the school year and my company has relocated me to another*

*city/state. Am I still obligated to pay for the remaining 7 months of tuition?*

**Answer:** The Trinity Board would take this under review and generally release you from the obligation of the remaining tuition. To be considered for release from your obligation, you must submit a written explanation to the Trinity Headmaster. The Trinity Board will then issue a position within 60 days.

**Question:** *During the school year, our family experiences a financial hardship and we must remove our child from the school. Am I still obligated to pay any remaining tuition?*

**Answer:** The Trinity Board will review each situation on a case-by-case basis to determine the ability of the exiting family to pay the committed tuition. If the family were behind in their payments, Trinity would expect tuition payment for the school services your child has already received at a minimum. The school would request that you make all attempts to honor your commitment to fulfilling your tuition obligation.

**Question:** *I don't pay my tuition after withdrawing my child from the school. Can I get my child's records to enroll them in another school?*

**Answer:** Trinity expects enrolled families to meet their financial commitments. Unless the Trinity Board approves release of a tuition obligation and associated school fees, academic records for a child will not be released until all accounts are paid in full.

**Question:** *Can Trinity legally pursue collection of tuition if I withdraw my student from the school and have not been released from my tuition obligation?*

**Answer:** Yes, Trinity can turn delinquent accounts over to a collection agency.