

Admissions Process

Thank you for your interest in Trinity Christian Academy. We are providing the following information to help you with the application process. Please call the Director of Admissions at the school office if you have any questions regarding the admissions procedure.

Step One: Application

To activate your application file, the Director of Admissions must receive the following items:

- A. **Enrollment Application:** (One per child) Applications are accepted beginning October 1st for the following school year. In order to be eligible for Pre-K, children must be four by October 1st. Kindergarten students must be five by October 1st. A student's Enrollment Application should be submitted as soon as possible.
- B. **Application Fee:** Application fee is \$50.00* per child (*includes Entrance/Assessment Exam fee*)

Step Two: Consideration for Admission

Once the application and application fee are received, we will call you to set up:

- A. **Entrance/Assessment Exam:** All students applying for admission to Trinity Christian Academy must take an entrance/assessment exam. This academic screening process is necessary to determine whether students are academically prepared for the grade level for which they are applying. The results of these tests are not used for priority placement at Trinity Christian Academy.

Individual testing appointments are scheduled for each child. The Director of Admissions will call you to schedule an appointment after receiving your child's completed Enrollment Application and Application Fee.

- B. **Parent/Headmaster Interview:** A parent interview will be scheduled with the Headmaster after the Director of Admissions has received the Enrollment Application, Application Fee, and the results of the entrance/assessment exam. In addition to the parent interview, students applying for grades 7-12 will be interviewed by the Headmaster.
- C. **Student Shadow Day at Trinity Christian Academy:** Before final acceptance to Trinity Christian Academy, prospective students will come for a classroom visit. (1/2 day for Pre-Kindergarten, full academic day for Kindergarten-12th grade)

Step Three: Letter of Confirmation:

- A. **Opening:** In the event that a grade is full, applications will be held until Trinity can determine when an opening is available. *Re-registration for current families is held in March. Openings will be determined by April 1st for new families.*
- B. **Letter of Confirmation:** A confirmation letter will be sent to all applicants to notify you if your child has been accepted. A registration form will be sent with the letter of confirmation and your child's birth certificate and immunization records will be requested.

Step Four: Enrollment Contract and Registration Deposit

- A. **Final Registration:** The completed registration form and registration deposit must be returned within two weeks after the acceptance decision. In order for your child to be officially enrolled at Trinity, your child's birth certificate and immunization records must be received and a request for previous school records must be sent.
- B. **Financial Aid:** Families applying for financial aid should begin the admissions process as soon as possible. Financial aid is distributed on a first come first served, need basis as determined by F.A.C.T.S. and available scholarship funds at Trinity. For more information visit www.factstuitionaid.com
- C. **Financial Contracts:** In order for any student to be officially enrolled, Trinity must receive all necessary financial contracts.
- D. **All requirements for admission must be met by each family member applying.**

Statement of Non-Discrimination

Trinity Christian Academy is a non-profit organization that admits and welcomes students of any race, color, national or ethnic origin and does not discriminate in admissions or any area of school administered activities.

**Amount subject to change annually*