

## **ADMISSION POLICY AND STANDARDS**

Trinity Christian Academy has something very unique to offer the community. The Academy is designed to meet the academic, physical, spiritual, and social needs of students who desire excellence in education in a loving, Christian environment. We reserve the right to place all students at the grade level for which they are best prepared.

### **REGISTRATION PROCESS**

- Complete entire Application Packet and return to the TCA Registrar, along with the application fee. Please verify that the applicant's current school has sent school records, standardized testing results, and their completed recommendation forms.
- When all paperwork has been received, the Registrar will contact you to schedule a Family Interview with the Admissions Board.
- Applicant will be notified of acceptance in writing within 10 business days of the Family Interview, at which time all enrollment fees are due in full.

### **ADMISSION REQUIREMENTS**

- Enrollment eligibility requires an overall average of 75% or above in the core subject areas: English, Math, Science and Social Studies. Students may be admitted if they do not meet this standard, but will be placed on academic probation.
- Applicants who are currently suspended, expelled or on academic or disciplinary probation will not be considered for admission to TCA.
- Applicants must submit favorable recommendations from the last school attended.
- Applicants must provide standardized test scores indicating performance at or above the grade level last completed.
- Applicants must live with their parents, legal guardians, or host families, regardless of age.
- New 12<sup>th</sup> grade students will only be admitted in the fall semester.
- No new students will be accepted in the 4<sup>th</sup> quarter of a school year.
- Regular family attendance at a Christian church whose statement of faith is consistent with that of Trinity Church. At least one parent, guardian, or host must be a born-again practicing Christian.
- Some provisions can be made for applicants requiring minor educational assistance. These services are provided for an additional monthly fee.
- Applicants and their parent(s) or guardian(s) must attend the Admission Interview with the TCA Admissions Board. All Admissions paperwork must be completed and returned to the TCA Registrar before Admission Interview will be scheduled.

## ADMISSION PROCEDURE CHECKLIST

Parents, all items on this checklist must be completed in order for an interview to be scheduled with the Admissions Board. The student and at least one parent must be present at the interview. If you have any questions, please contact the Registrar.

- ❑ **Student Application** – A completed student application is required. No partial or incomplete applications will be accepted.
- ❑ **Application Fee** – \$25.00 of the registration fee is required at the time the application is submitted for review. The enrollment fees are due in full immediately upon acceptance.
- ❑ **Personal Testimony** – Students applying for 6 -12 grade must complete in their own words, their Christian testimony. Space is given on the Student Application for this, or a separate paper may be attached.
- ❑ **Previous School Records** – In K-8, copies of student’s report cards and standardized test results for the previous two years are required. High school students must submit an unofficial transcript and any standardized test scores. Applicants must have a minimum of a ‘C’ average in core courses. If academic records are insufficient, an academic placement test will be required. There will be a nonrefundable \$50.00 Testing Fee.
- ❑ **Prior School Teacher Recommendations (x2)** –Students entering K-5: Recommendations from the student’s previous teacher. Students entering 6-12: Recommendations from two academic teachers are required-one from an English or History teacher, the second from a Math or Science teacher.
- ❑ **Principal Recommendation** – Recommendation from the Principal or Pre-School Director is required.
- ❑ **Family Church Information** – All applicants must provide church information about their home church. At least one parent, guardian, or host must be a born-again, practicing Christian.
- ❑ **Pastor’s Recommendation** – All applicants must provide a Pastor’s recommendation from their home church.
- ❑ **Birth Certificate** – A copy of the official birth certificate is required for all applicants.
- ❑ **Social Security #** – All applicants must provide their Social Security number on the application.
- ❑ **Parent Commitment and Cooperation Agreement** – Parents must read and sign this form.
- ❑ **Philosophy of Discipline: A Biblical Approach** – Parents must read and sign this form.
- ❑ **Immunization Record** – All applicants must submit a copy of their immunization records.
- ❑ **Financial Agreement** – Parents must select a payment option and sign the Financial Agreement, which will remain on file in the office.

**TRINITY CHRISTIAN ACADEMY**  
**2010-2011 STUDENT APPLICATION**  
**Please print**

Date of Application \_\_\_\_\_ Grade applying for \_\_\_\_\_

**STUDENT INFORMATION**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Birth date \_\_\_\_\_ Birthplace \_\_\_\_\_

Gender \_\_\_\_\_ Student Cell # \_\_\_\_\_ SS# \_\_\_\_\_

Student Email \_\_\_\_\_

**PRIOR SCHOOLS ATTENDED**

Please list all schools attended for the past two years.

Name of School	Address	Date attended from	Date attended to

**PARENTS' INFORMATION**

**Father** \_\_\_\_\_ Living with child? Yes No

(Or male guardian)

Home Address \_\_\_\_\_ Home# \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_ Work# \_\_\_\_\_

Mobile Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_

**Mother** \_\_\_\_\_ Living with child? Yes No

(Or female guardian)

Home Address \_\_\_\_\_ Home# \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_ Work# \_\_\_\_\_

Mobile Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Church \_\_\_\_\_ Pastor's Name \_\_\_\_\_

*I authorize TCA to publish name, address, and phone number information in school directory. Yes No*

*Who may we thank for referring you to Trinity Christian Academy?* \_\_\_\_\_

**Parent or guardian, please fill out this portion of the application as honestly and completely as possible.**

1. Does the applicant have any learning difficulties/disabilities? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

2. Has the applicant ever been retained, suspended, or expelled from school? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

**PERSONAL TESTIMONY**  
6<sup>th</sup> – 12<sup>th</sup> Grade Students Only

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**CONTRACTUAL AGREEMENT**

- I have read TCA’s Philosophy of Discipline and I am in accord with its principles and practices.
- I have read TCA’s Parent Cooperation Agreement and I am in accord with its principles and practices.

I understand that enrollment at Trinity Christian Academy (TCA) is a privilege, not a right. The purpose of TCA is to provide quality education for America’s next generation of leaders through academic excellence and Christian values. I know that discipline is necessary for the welfare of each student and for the school. I will support the disciplinary procedures as outlined in the Philosophy of Discipline agreement. The information on this document is true correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Mother/Female Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Father/Male Guardian

\_\_\_\_\_  
Date

**Nondiscriminatory Policy as to Students**

Trinity Christian Academy admits students regardless of race, color, or national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Trinity Christian Academy does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, and other school administered programs.

## PREVIOUS TEACHER EVALUATION

Dear Teacher:

Our child has applied to Trinity Christian Academy for the \_\_\_\_\_ grade. Please complete this reference for him/her and return it to:

Trinity Christian Academy- The form may be mailed or faxed to (210) 653-0303.  
5401 N. Loop 1604 E.  
San Antonio, Texas 78247  
Attn: Registrar

I understand that the information on this questionnaire is confidential and is for the use of Trinity Christian Academy for admission purposes only. I give my permission for \_\_\_\_\_ to release information to TCA.

Student Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Please rank the student in these areas:	Excellent	Good	Average	Below Average	No basis for Judgment
Academic Achievement in Relation to Ability					
Respect for Authority					
Conduct					
Motivation					
Attitude toward Teachers					
Study Habits					
Peer Relationships					
Self Discipline					
Response to Discipline					
Leadership Ability					
Regular Attendance					
Cooperation of Parents					

List three character traits you feel best describe this student.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Date: \_\_\_\_\_ Teacher's signature \_\_\_\_\_

Name of School: \_\_\_\_\_ Subject taught: \_\_\_\_\_

## PREVIOUS TEACHER EVALUATION

Dear Teacher:

Our child has applied to Trinity Christian Academy for the \_\_\_\_\_ grade. Please complete this reference for him/her and return it to:

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5401 N. Loop 1604 E.  
San Antonio, Texas 78247  
Attn: Registrar

I understand that the information on this questionnaire is confidential and is for the use of Trinity Christian Academy for admission purposes only. I give my permission for \_\_\_\_\_ to release information to TCA.

Student Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Please rank the student in these areas:	Excellent	Good	Average	Below Average	No basis for Judgment
Academic Achievement in Relation to Ability					
Respect for Authority					
Conduct					
Motivation					
Attitude toward Teachers					
Study Habits					
Peer Relationships					
Self Discipline					
Response to Discipline					
Leadership Ability					
Regular Attendance					
Cooperation of Parents					

List three character traits you feel best describe this student.

2. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Date: \_\_\_\_\_ Teacher's signature \_\_\_\_\_

Name of School: \_\_\_\_\_ Subject taught: \_\_\_\_\_

## PREVIOUS PRINCIPAL EVALUATION

Dear Principal:

Our child has applied to Trinity Christian Academy for the \_\_\_\_\_ grade. Please complete this reference for him/her and return it to:

Trinity Christian Academy- The form may be mailed or faxed to (210) 653-0303.  
5401 N. Loop 1604 E.  
San Antonio, Texas 78247  
Attn: Registrar

I understand that the information on this questionnaire is confidential and is for the use of Trinity Christian Academy for admission purposes only. I give my permission for \_\_\_\_\_ to release information to TCA.

Student Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Parent Signature

Date

Please rank the student in these areas:	Excellent	Good	Average	Below Average	No basis for Judgment
Academic Achievement in Relation to Ability					
Respect for Authority					
Conduct					
Attitude Toward Teachers					
Response to Discipline					
Cooperation of Parents					

Has this student ever been retained, suspended, or expelled from school? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain:

List three character traits you feel best describe this student.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Date: \_\_\_\_\_ Principal's Signature: \_\_\_\_\_

Name of School: \_\_\_\_\_

## FAMILY CHURCH INFORMATION

Name of Student: \_\_\_\_\_ Candidate for Grade: \_\_\_\_\_  
(Form needed for each child applying)

Please answer the following questions regarding individual and family attendance/participation at church.

\_\_\_\_\_

Church Name

\_\_\_\_\_

Address

\_\_\_\_\_

Pastor's Name

\_\_\_\_\_

Years Attended

Has your family make a commitment to Christ?

Father	Yes	No	Not Known
Mother	Yes	No	Not Known
Student	Yes	No	Not Known

Indicate the frequency of your family's church attendance.

Father	Regular	Occasional	Seldom
Mother	Regular	Occasional	Seldom
Student	Regular	Occasional	Seldom

Please check all other activities/ministries in which the parents are involved.

_____	Choir/Music Ministries	_____	Sunday School Teacher
_____	Youth Group Leader	_____	Children's Ministries
_____	Men's/Women's Ministries	_____	Bible Study
_____	Outreach Ministries	_____	Other _____

Please list the name of any church staff member/pastor that knows you personally.

\_\_\_\_\_

Please list the name of any church staff member/pastor that knows your student personally.

\_\_\_\_\_

Father Signature

\_\_\_\_\_

Mother Signature

## PASTORAL REFERENCE

Name of Student: \_\_\_\_\_ Candidate for Grade: \_\_\_\_\_

Parents' Name: \_\_\_\_\_

**Note to Pastor:** Families applying for admission to Trinity Christian Academy are required to submit a pastor's recommendation from their home church as a part of the admissions process. We ask that you complete this form and return it to:

**Trinity Christian Academy** - The form may be mailed or faxed to (210) 653-0303.  
Attn: Registrar  
5401 N. Loop 1604 E.  
San Antonio, Texas 78247

Thank you for your time. Admissions Board

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### **This section to be completed by the Pastor**

Do you personally know this family?      Yes    No    If yes, how long? \_\_\_\_\_

Has this family made a commitment to Christ?

Father	Yes	No	Not Known
Mother	Yes	No	Not Known
Student	Yes	No	Not Known

Indicate the frequency of the family's church attendance.

Father	Regular	Occasional	Seldom
Mother	Regular	Occasional	Seldom
Student	Regular	Occasional	Seldom

Please check all other activities/ministries in which the family is involved.

_____ Choir or Music Ministries	_____ Sunday School Teacher
_____ Youth Group/Leader	_____ Children's Ministries
_____ Men's or Women's Ministries	_____ Bible Study
_____ Outreach Ministries	_____ Other _____

Based on my personal knowledge of this family, I

- Highly recommend
- Recommend
- Recommend with reservation
- Do not recommend

If the answer is either of the last two, please explain.

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If you have additional information that will be helpful to the Admissions Board in evaluating the candidate's application, please attach additional sheet.

Signature \_\_\_\_\_

\_\_\_\_\_  
Date

Name (please print) \_\_\_\_\_

\_\_\_\_\_  
Church

Official Title \_\_\_\_\_

\_\_\_\_\_  
Address/Phone

  
**Trinity**

Christian Academy

**5401 N. Loop 1604 E. San Antonio, TX 78247**

**210-653-2800**

*A Ministry of Trinity Church*

*Allen Randolph, Senior Pastor*

# PARENT COMMITMENT AND COOPERATION AGREEMENT

*Parental signatures required*

**E**nrolling my student is evidence of my intent to complete the school year at Trinity Christian Academy.

**A**cknowledging that the Administration and Staff of TCA have my trust and believing that discipline is necessary for my child and the school, I agree that I will honor their judgment should disciplinary measures be recommended and administered in accordance with school policy. I understand that the school wide rules and classroom rules will be provided at the beginning of the year.

**R**egular prayer for the staff and ministry of TCA and a willingness to serve the school with our time and talents according to God's direction, will be a priority for my family.

**I** agree to the following based on the principles found in James 3: When I choose to speak of the school and staff, I will only speak favorably, and I will conduct myself in an appropriate Christian manner on school property and at all school functions regardless of their location.

**I**n the event of a differing opinion between staff member and child, I agree to first discuss the situation with the staff member involved, realizing that my child may present only his/her side of the story. I understand that I may not take disciplinary measures into my own hands with another student. I further agree that should any misunderstanding or dissatisfaction continue to arise regarding any school or class policy that I will consult with the proper authorities—teacher and/or school administration—to resolve the situation as quickly as possible.

**M**y student's registration is complete only when all monies and papers are received, filled out in their entirety and signed.

**TCA** believes that students are a gift of the Lord and belong to their parents, who are responsible for the conduct of their children. I promise to hold my student responsible for their inappropriate behavior in school. It is my understanding that I am financially responsible for any damage caused by my child to church, school, or individual's property.

**THIS STATEMENT MUST BE SIGNED UNALTERED BY BOTH SPOUSES, UNLESS SOLE GUARDIANSHIP APPLIES**

Mother \_\_\_\_\_ Date \_\_\_\_\_

Father \_\_\_\_\_ Date \_\_\_\_\_

Guardian \_\_\_\_\_ Date \_\_\_\_\_

## PHILOSOPHY OF DISCIPLINE: A BIBLICAL APPROACH

*Parental signatures required*

From a biblical perspective, discipline can be a very positive force in the lives of Christians. It is not simply negative consequences for inappropriate behavior, but rather a tool used by God to transform us into His likeness. A biblical approach to discipline will take into consideration five scriptural truths:

1. **Humanity's inherent sinful nature (Jeremiah 17:19).**
2. **Godly discipline must be relational (Hebrews 12:6).**
3. **Parents have God-given authority in their children's lives (Deuteronomy 6:6,7).**
4. **The power to do what is right comes from the Holy Spirit working within us (Romans 8).**
5. **The purpose of discipline is to make disciples of the Lord Jesus Christ (Matthew 28:19).**

Trinity Christian Academy subscribes to this biblical view of discipline in the school and the discipline policies adopted will integrate these truths. The teachers and administration of TCA will seek to live lives submitted to the Lordship of Jesus Christ and the authority under which God has placed them.

Secondly, teachers and administrators will allow God to develop within them a heart for relationship with those students that He has placed in their care. Out of these relationships, students will learn to respond willingly to correction and to practice self-discipline out of a desire to please those who have shown love and concern for their well-being. The Bible reminds us that though discipline causes temporary discomfort, it produces a harvest of righteousness for those who are trained by it and is evidence that we are loved and cared for.

Acknowledging the authority of the parents' role in children's lives, TCA will seek to involve the parent in the discipline process. Teachers and administrators will rely largely upon parental support and encourage parental responsibility in managing their children's behavior. **Ultimately, the parents' response determines the student's attitude toward school authority.** The disciplinary process must be guided with prayer from the initial establishment of the policies to counseling of parents and students. Teachers and administration must place the outcome of each situation in the hands of the only One who can change a heart. Teachers will pray continuously with and for students and encourage them that the Holy Spirit will enable them to be victorious.

Finally, the students will be given the opportunity to grow in the knowledge of the Word of God and encouraged to "be transformed by the renewing of your mind"(Romans 12:2). Through modeling the Christ-like attitudes and behavior, as well as applying Scriptural principles to life experiences, teachers and administrators can help create disciples whose hearts' desires are to please God.

**I have read TCA's Philosophy of Discipline and am in accord with its principles and practices.**

Mother \_\_\_\_\_ Date \_\_\_\_\_

Father \_\_\_\_\_ Date \_\_\_\_\_

Guardian \_\_\_\_\_ Date \_\_\_\_\_

## 2010/2011 TCA Financial Information & Agreement

GRADE	TUITION	TEN PAYMENT PLAN <i>August - May</i>	REGISTRATION/ BOOK RENTAL FEE	MEDIA/ TESTING FEE	GRAD FEE	RETREAT FEE	CAMPUS DEVELOPMENT FEE
<b>KINDER- FIFTH</b>	\$4500.00	\$450.00	\$485.00	\$50.00	\$30.00 KINDER ONLY	N/A	\$125.00 PER FAMILY
<b>SIXTH- EIGHTH</b>	\$4800.00	\$480.00	\$505.00	\$75.00	N/A	\$85.00 7 <sup>TH</sup> & 8 <sup>TH</sup> ONLY	\$125.00 PER FAMILY
<b>FRESHMAN- SENIOR</b>	\$5000.00	\$500.00	\$525.00	\$75.00	\$125.00 SENIOR ONLY	\$85.00	\$125.00 PER FAMILY

**Enrollment Fees:** \$ \_\_\_\_\_ (Must be paid in full upon enrollment).

### Campus Development Fee

A Campus Development Fee of \$125.00 per family to be used for future campus and facility improvements as income allows.

### Additional Fees

Additional fees will be charged for activities such as competitive sports, band, cheerleading, and certain electives.

### Family Discounts

2010-2011 yearly tuition is as stated above for the first child in the highest grade level.

2010-2011 yearly tuition is \$450.00 less for the second child in the next grade level.

2010-2011 yearly tuition is ½ the regular tuition for each additional child.

### Tuition Options

1. Tuition paid in full by May 1, 2010=5% discount.
2. Tuition paid in full by June 1, 2010=2% discount.
3. Split payment option of 50% paid on or before August 1, 2010 and balance by January 1, 2011. *(No discount applies).*
4. The annual tuition may be paid in **ten equal payments** beginning in August, 2010 and ending in May, 2011.
5. The annual tuition may be paid in **eleven equal payments** beginning in July, 2010 and ending in May, 2011.
6. The annual tuition may be paid in **twelve equal payments** beginning in June, 2010 and ending in May, 2011.

### Late & NSF Fees

Monthly tuition payments and any balance on your account statement are due by the first of the month. If this balance is not received by the 5<sup>th</sup>, a late fee of \$35.00 will be assessed. NSF checks will be assessed a \$35.00 processing fee.

### Extended Care

**Extended care is available from 6:30 AM to 6:00 PM on all school days to children enrolled at TCA.** The monthly rate of \$140 for both before & after school care OR \$100 for either before or after, reflects considerable savings over hourly charges.

### Financial Agreement

I agree that I am responsible for paying the full yearly tuition. I also understand that even if my student is withdrawn at anytime during the school year, whether by choice or at the request of the school, I am responsible for paying the full yearly tuition. I understand that report cards and other records will be withheld until my account balance is clear. I also understand that there will be NO REFUNDS for amounts previously paid for tuition, and ALL FEES ARE NON-REFUNDABLE.

**Please indicate your tuition payment option choice below:**

\_\_\_\_\_ #1      \_\_\_\_\_ #2      \_\_\_\_\_ #3      \_\_\_\_\_ #4      \_\_\_\_\_ #5      \_\_\_\_\_ #6

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Date