

INTERNATIONAL ADMISSION PROCEDURE CHECKLIST

Parents, all items on this checklist must be completed in order for an interview to be scheduled with the Principal. 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**-\$150.00 of the enrollment fee is required at the time the application is submitted for review. The application fee is non-refundable except in the case of denied admission by the TCA Admissions Board. The balance will be required if the child is accepted.
- ❑ **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. 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.
- ❑ **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.

2011-2012 INTERNATIONAL STUDENT APPLICATION

Date of Application _____ Grade applying for _____

STUDENT INFORMATION

Last Name _____ First Name _____ Middle Initial _____

Foreign Address _____ City _____

Province/Territory _____ Postal Code _____ Country _____

Phone (____) _____ Birth date _____ Birthplace _____

Present Age _____ Gender _____ Eye Color _____ Type of Visa _____

PERSONAL TESTIMONY

PRIOR SCHOOLS ATTENDED

Please list all schools attended for the past two years.

Name of School	Address	Date attended from	Date attended to

GUARDIAN INFORMATION

Last Name _____ First Name _____ Middle Initial _____

Local Address _____ City _____ State _____ Zip _____

Home # (____) _____ Mobile # _____ Work # _____

Birth date _____ Birthplace _____ Email _____

Occupation _____ Employer _____

PARENTS' INFORMATION

Father _____ Living with child? Yes No

Home Address _____ Home# _____ Divorced? Yes No

Occupation _____ Employer _____ Work# _____

Mobile Phone # _____ Pager# _____ E-mail: _____

Mother _____ Living with child? Yes No

Home Address _____ Home# _____ Divorced? Yes No

Occupation _____ Employer _____ Work# _____

Mobile Phone # _____ Pager# _____ E-mail: _____

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? _____

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 for the TCA Parent-Student Handbook. The information on the this document is true correct to the best of my knowledge.

Signature of Applicant

Date

Signature of Father/Male 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 the 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: _____

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Student Full Name: _____ DOB: _____

Parent Signature

Date

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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 the 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: _____ Subject taught: _____

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
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Pastor's Name	Years Attended
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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

Parent Commitment and Cooperation Agreement

Parental signatures required

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

Acknowledging 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.

Regular prayer for the staff and ministry of TCA 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.

In 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.

My 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.

Father's Signature

Date

Mother's Signature

Date

Guardian's Signature

Date

2011/2012 Financial Information & Agreement

GRADE	TUITION	TEN PAYMENT PLAN <i>August - May</i>	ENROLLMENT FEES	MEDIA/ TESTING FEE	GRAD FEE	RETREAT FEE	CAMPUS DEVELOPMENT FEE
KINDER-FIFTH	\$4750.00	\$475.00	\$485.00	\$50.00	\$40.00 KINDER ONLY	N/A	\$125.00 PER FAMILY
SIXTH-EIGHTH	\$5050.00	\$505.00	\$505.00	\$75.00	N/A	\$85.00	“ “
FRESHMAN-SENIOR	\$5250.00	\$525.00	\$525.00	\$75.00	\$140.00 SENIOR ONLY	\$85.00 ^{9th & 10th} \$95.00 ^{11th & 12th}	“ “

Campus Development Fee

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

International Student Fee

Students requiring a student VISA or I-20 to attend will be charged a \$150.00 annual fee.

Additional Fees

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

Family Discounts

2011-2012 yearly tuition is as stated above for the first child in the highest grade level.
 2011-2012 yearly tuition is \$450.00 less for the second child in the next grade level.
 2011-2012 yearly tuition is ½ the regular tuition for each additional child.

Tuition Options

1. Tuition paid in full by May 1, 2011=\$200.00 discount per child.
2. Tuition paid in full by June 1, 2011=\$100.00 discount per child.
3. Split payment option of 50% paid on or before August 1, 2011 and balance by January 1, 2012. *(No discount applies.)*
4. The annual tuition may be paid in **ten equal payments** beginning in August and ending in May.
5. The annual tuition may be paid in **eleven equal payments** beginning in July and ending in May.
6. The annual tuition may be paid in **twelve equal payments** beginning in June and ending in May.

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 5th, 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. (ALL FEES NON-REFUNDABLE)
Please indicate your tuition payment option choice below: (Re-enrollment form will not be processed without this information.)

_____#2 _____#3 _____#4 _____#5 _____#6

 Father's Signature

 Date

 Mother's Signature

 Date