



BOARD POLICY MANUAL	
Approval Date	Replacing All previous documents
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Policy Section Society	Identification SOC-2010

STUDENT ADMISSION POLICY

Admission Requirements

As part of the admissions process, Admission Committee Members and the Principal to confirm the requirements interview new families. The interview visit is scheduled once all required paperwork is completed and submitted.

1. **Registration Form and Information Sheet** must be completed and signed.
2. **Student Enrolment Agreement** must be signed.
 - Each year at the time of re-registration, families are asked to review and sign the Student Enrolment Agreement stating they remain in compliance with the requirements.
3. A **Capital Contribution** of \$500.00 is required from each family upon first time registration only. The Capital Contribution will be reduced accordingly or waived if membership fees or donations were received prior to enrolment.
If your application is not approved, the \$500.00 Capital Contribution will be refunded.
4. A family that has been approved for the current school year must complete and sign a **Tuition Payment Schedule** (based on current tuition rates). Post-dated cheques or Pre-Authorized Schedule must be attached.

Tuition rates for the coming school year are approved by the Membership at the Spring Membership Meeting in April. At that time, a Tuition Payment Schedule for the coming year must be completed and signed with post-dated cheques attached or Pre-Authorized Payment Schedule signed, for families wishing to register and enroll their children for the following September.

5. Any other information material deemed appropriate by the School Administrator may be made available. (Resource recommendation, Principal's recommendation).
6. The interviews and visits should affirm the following considerations:
 - A desire to obtain a Christ-centered education for their children.
 - A willingness to become active within the school and its activities.
 - A willingness to share the responsibility of the educational process with the staff.
 - Compatibility of the home life to that of the school.
 - Trinity's ability to serve any particular educational needs.
7. As part of the education partnership between TCS and your family, we expect that all eligible children will be enrolled in our school; provided Trinity is able to provide the educational needs of each student.
8. A Pastor's Letter of Reference must be completed by your Pastor, which affirms your family is an active participant in the life of a Christian church.

Admission Checklist:

The student admission process at Trinity Christian School involves the following steps:

- Meet with the Principal and tour the school.
- Review the Admission Information Package.
- Complete Registration Form and Registration Information Sheet, and return to school office with a \$500.00 Capital Contribution cheque (to be returned if application not accepted).
- Completed Pastor's Reference returned to the school.
- Interview with Admission Committee, and the signing of the Student Enrolment Agreement.
- Apply for Membership in the Burlington Parental Christian School Society.
- Approval of application.

School Enrolment Confirmation Letter to be received by parents.

After confirmation of enrolment the following will need to be filled out and submitted to the school office to complete the registration process:

- Tuition Payment Schedule signed
- Tuition cheque(s)
- A \$300.00 G.I.F.T.S. cheque (may be earned back through 30 hours of volunteer service at Trinity)

Additional school information regarding activities (i.e. School of Music, V.I.P., Hot Lunch Program) will be sent out soon after enrolment.

Every effort is made to process applications efficiently. A number of factors may influence the time in which applications are processed including volume of applications and the scheduling of Board meetings (held monthly).