

# Admissions Policy and Procedures

Trinity Episcopal School, Galveston

## **Reenrollment (current students) and New Enrollment (siblings of currently enrolled students and new families)**

The following practices should be read in conjunction with the general admissions approach set forth in the Student Handbook 2009 (p. 6).

Reenrollment applications for the subsequent school year will be sent home on the second Friday of February to families of currently enrolled students who are eligible to reenroll. Completed applications are due in the admissions office no later than the last Friday of February (Due Date) along with the First Enrollment Fee and a Signed Payment Schedule. Reenrollment applications received after the Due Date will be held and considered officially received by the Admissions Office on the Tuesday eleven days following the Due Date (Open Enrollment Date) or on the date actually received if received after the Open Enrollment Date.

Beginning on the Open Enrollment Date, all applications will be considered according to the following admissions priorities.

- 1) date and time application is officially received by school beginning on the Open Enrollment Date
- 2) currently enrolled students who were late with their Reenrollment Contract
- 3) siblings of currently enrolled students
- 4) active on the wait list for the current year
- 5) all others

## **Application, First Enrollment Fee, and Payment Schedule**

Admissions applications, whether for Reenrollment (returning students) or Enrollment (new students), are not considered complete unless submitted with the First Enrollment Fee, \$250 for Beginning School and \$300 for K-8. The First Enrollment fee is non-refundable **for any reason** unless the applicant is denied admission by the school. **Enrollment (new student) applications, only, must also include a non-refundable processing fee of \$50.00. The processing fee applies to all new students including siblings of currently enrolled students.** Please note that applications have two sides: 1) an information side and 2) a contract side. Applications that are incomplete **will not** be considered officially received until missing items are corrected. Be sure to provide the appropriate signature(s) on the Contract side, all required fees, and a signed payment schedule. **The admissions office cannot be responsible for applications losing priority due to missing items.**

## **Second Enrollment Fee**

The Second Enrollment Fee (\$250 for Beginning School, \$300 for K-8) is due by June 1 each year for all students, returning and new. Timely payment of the Second Enrollment Fee is required to hold a student's place in school, and **a student may lose his or her place in class due to late payment**. Applications submitted after June 1 must include the Total Enrollment Fee which is the sum of the First and Second Enrollment Fees (\$500 for Beginning School and \$600 for K-8).

## **Interviews and Test Scores**

An application does not guarantee acceptance to Trinity Episcopal School. Parents/Guardians of each new student applicant should schedule an appointment to learn about the program, mission and philosophy of the School. Interviews are conducted by admissions staff and the Head of the School, and are arranged by calling the school Admissions Office. A student interview with the Head of School or the Division Coordinator is required for new Middle School students. Interviews are scheduled by the Director of Admissions or designee.

Trinity administers a Kindergarten readiness test each spring for new students. Once a completed application with application fee is officially received, parents of prospective Kindergarten students will be notified of our Kindergarten readiness testing date. Acceptance into these programs prior to readiness testing is provisional pending the test results.

All previous educational records (including report cards and standardized testing) must be filed with Trinity before an admissions decision can be made. Transcript release forms are included in the application packet and are to be sent directly to the child's current school. As a general rule, applicants for Beginning School through Kindergarten do not have a transcript. Trinity reserves the right to require additional information and/or to request further testing if the admissions committee feels that more information would be beneficial for the decision making process.

## **Successful Completion of School Year Assumed**

Parents/guardians of returning students who have been granted reenrollment will be notified as soon as possible. Reenrollment assumes the successful completion of the remainder of the school year. The school may not be able to accommodate students who are retained in grade. During the Open Enrollment period, beginning on the Open Enrollment Date, the parents/guardians of new students will be notified by phone and letter if their child has been accepted at Trinity. Enrollment

assumes successful completion of the remainder of the school year at the sending school.

### **Maximum and Minimum Class Sizes**

The maximum and minimum class size guidelines are as follows:

	Class Maximum Enrollment	Class Minimum Enrollment	Incremental enrollment required to form additional class section for grade level
PK 2	12	8	4
PK3	12	8	4
PK4	14	10	6
Lower School (K-5)	18	12	6
Middle School (6-8)	21	12	3

\*Please note that this chart provides overall guidelines. Many factors are considered, and the final decision to add an additional class resides with the Head of School.

### **Waiting List**

After a grade level is filled (i.e., class(es) filled to maximum enrollment), Trinity will maintain a waiting list of admissible students. This pool will be ranked according to the order in which applications are received. The parents/guardians of wait-listed students who are invited to pursue an opening may have as long as 10 business days to see that all items required for admission are submitted to the school. If an appropriate classroom and teacher are available and the waiting list is of sufficient size, creating a new section of the grade will be considered. Applications submitted to the school remain effective throughout the academic year for which the student applied. All students whether enrolled or remaining on a waiting list must re-apply for subsequent years.

### **Other Items required for Admission for Students New to Trinity Episcopal School**

Confidential teacher evaluations (current homeroom teacher, Grades K-5, and both the English teacher and the Math teacher, grades 6-8)

Official or unofficial academic reports and test scores\*

Automatic Tuition Bank Withdrawal (if desired)

Interviews with parent/guardian and (for middle school) with student

Admissions decisions are always provisional until the receipt of the student's official academic record from a sending school

Admissions decisions for Kindergarten and First Grade are provisional until the successful completion of TES readiness testing if offered

### **Items required for New Students Before school attendance**

Academic records from sending school

Health records

Original birth certificate (will be returned to parent/guardian)

### **Need-Based Financial Aid**

All students (grades PK-8) are eligible to apply for the financial aid program, which provides partial tuition remission based upon demonstrated financial need. These guidelines for financial aid supersede those published in the Student Handbook 2006 (pp. 8-9).

1. Financial aid applications will only be considered if submitted with the completed admissions application. A financial aid determination letter, indicating whether or not the applicant qualified for a tuition reduction, will be prepared by the school and sent by mail to applicants who are accepted at Trinity. The applicant will then have 10 business days from the date of the determination letter to accept or decline the tuition reduction if one is offered. If the school is notified that the parent wishes to withdraw the application within 10 business days of the date of the determination letter, the 1<sup>st</sup> Enrollment Fee, only, will be refunded; otherwise all fees are non-refundable. The school may withdraw the offer of aid if the aid is not formally accepted in a timely manner. At the discretion of the head of school, financial aid applications may be considered subsequent to application and acceptance, but please note that enrollment fees are non-refundable after application and acceptance even should the applicant not qualify for aid or for any reason not enroll their child or children in Trinity Episcopal School.
2. Financial aid applications are available in the main office and should be completed and returned to the office with the original admissions application each year. In the event a family is allowed to apply for financial aid after submitting an admissions application, the financial aid application should be filed directly with the Head of School's office.

Please be advised that the amount of aid given by the school is limited, so the earlier the application the better.

3. A copy of the parents/guardians signed income tax return (for the calendar year preceding the school year in which the application is filed) must accompany forms. Financial aid decisions cannot be made without the tax return.
4. Financial aid is not automatically renewable. A new application must be submitted each year for consideration. The school has no obligation to continue financial aid from year to year.
5. Financial aid never exceeds 50% of the tuition remaining after the enrollment fees have been paid.