



Continuous Enrollment Frequently Asked Questions

What is Continuous Enrollment?

At Trinity Oaks we recognize the value of a sustained, long-term partnership with families in the education of their children. A seamless transition from early elementary through high school provides a consistent, thorough academic progression PS-12. Because of this philosophy, we are pleased to transition to the enrollment management concept called Continuous Enrollment. From the time of admission, your child will be considered enrolled at Trinity Oaks through high school graduation unless the Admissions office is notified, and a withdrawal form completed.

What is the Continuous Enrollment Timeline?

- You will receive a continuous enrollment email around the middle of February reminding you that you are already enrolled at Trinity Oaks Christian Academy and providing links to the upcoming year's Tuition and Fees Schedule as well as need-based tuition assistance information. This will include a reminder if you intend to withdraw to submit your notice to the Admissions office in writing on or before March 1 to avoid being charged the nonrefundable Continuous Enrollment Fee for each child.
- No action will be required if your children will be at Trinity Oaks the following year, and the Continuous Enrollment Fee will be billed mid-February, and due in March.
- Each summer before school begins, families will receive an email with directions on how to update family information in FACTS, sign annual permissions, and review the online Student/Parent Handbooks.

Does Continuous Enrollment apply to all students?

Yes

What is the Continuous Enrollment Fee?

The annual Continuous Enrollment Fee is \$260 for kindergarten – high school and \$140 for pre-kindergarten per student. This nonrefundable fee is collected to help TOCA administration effectively plan staffing and curriculum for the following school year.

How do I pay for my Continuous Enrollment Fee?

The Continuous Enrollment Fee lets Trinity Oaks know that you are committed to having your children enrolled with us for the next school year. It is nonrefundable and holds your place for enrollment the following year. This will be billed to your FACTS account soon after February 15 and due in March.



What if I don't pay the Continuous Enrollment Fee by the deadline?

Your child's enrollment spot is no longer guaranteed once the billed annual Continuous Enrollment Fee becomes overdue.

What if I am behind in my account?

- All accounts must be current in order to keep your continuous enrollment status active.
- Need-based tuition assistance will only be awarded when accounts are current.
- Please contact Katie Haslow, Bookkeeper at khaslow@trinity-oaks.org or 847-462-5971 with any additional questions.

Is the Continuous Enrollment Fee refundable?

No refunds of the Continuous Enrollment Fee will be given after March 1, unless one of the following applies:

- The family has a completed and verified application for need-based tuition assistance on file by April 30, and has determined that the amount is insufficient.
- If Trinity Oaks can no longer meet your child's educational needs
- If Trinity Oaks asks your child to withdraw
- If there are unforeseen circumstances, in which case a refund needs Administration approval.

Will I be penalized when withdrawing from Trinity Oaks?

Trinity Oaks makes decisions related to hiring staff, classes, and purchasing textbooks and materials based on anticipated enrollment. Your future plans influence our current decision. If you choose to withdraw from Trinity Oaks for the next school year, please do so in writing and be mindful of the following dates:

- On or before March 1: You will NOT be contractually obligated to pay the Continuous Enrollment Fee, tuition, and fees for the next school year.
- Between March 2 and June 30 (Enrollment Drop Date): You will NOT be contractually obligated to pay tuition and fees for the next school year. However, you will have forfeited the nonrefundable Continuous Enrollment Fee.

How do we notify Trinity Oaks if we do not plan on returning?

To withdraw your student at any time for the current or following academic year, you must submit this request *in writing* to the Admissions office (either letter or email – admissions@trinity-oaks.org is acceptable, but text is not) and complete a withdrawal form.



Requests for the transfer of student records and year-end report cards will be processed only when a student's account with Trinity Oaks is paid in full.

What will the tuition be next year?

Trinity Oaks will post an updated Tuition and Fees Schedule on our website around the middle of February every year. An email reminder will go out with a link to this information. Click [here](#) for the current tuition amounts.

I anticipate applying for need-based tuition assistance. When can I apply for that?

You can start to apply for need-based tuition assistance through FACTS Grant & Aid for the following school year beginning in March. For current families, the application and supporting documentation should be submitted and verified by April 30. New families may apply at any time, but the application will not be processed until the student has been accepted for enrollment. Need-based tuition assistance is awarded on a rolling basis to qualified families. You are encouraged to not delay completing your application.

Do I still have to fill out a new FACTS Grant & Aid (tuition assistance) application each year with Continuous Enrollment?

Yes, need-based tuition assistance applications still must be submitted through FACTS Grant & Aid every year to receive aid for the successive school year.

I am enrolling a new sibling of a current student. What do I need to do?

- As a current Trinity Oaks family, if you want to enroll a sibling not currently attending TOCA, priority enrollment will be awarded to that student through March 1.
- Enrolling a sibling of a current student is similar to enrolling a new student. The application process is online.
 - Login to your FACTS Family Portal account
 - Select "Apply/Enroll" to start a new application
- Siblings will be added to your family's financial agreement form for the payment cycle that begins in August.

My child is in Before and/or After Care. How does that affect Continuous Enrollment?

Because participation in those programs varies from year to year depending upon a family's needs, registration for them is treated separately and does not affect Continuous Enrollment. Families must select their Before/After Care options each summer before the start of the new school year.



I have a question which has not been answered. Whom do I contact?

- Call the school office, 847-462-5971
- Email office@trinity-oaks.org
- Come in during office hours, 8 a.m. - 4 p.m., Monday through Friday