



# Admission Application Checklist

## Tupelo Christian Preparatory School

### Information

1. K4 and K5 students must be their respective ages on or before September 1. First grade students must be six years old on or before September 1.
2. Students will not be considered for admission to TCPS who have been expelled or withdrawn from other schools for disciplinary or academic reasons and/or have a history of the following: drug or alcohol related issues; aggressive, abusive, or disrespectful behavior; sexually immoral behavior; or inability or unwillingness to perform academically at grade level. Students must have a clean disciplinary record for one year prior to being considered for admission and must demonstrate that they will be a positive influence on the student body.
3. In order to help ensure elementary student success we have implemented the following:
  - A student will not be admitted if he or she has been retained for two years;
  - A student coming from homeschool or non-accredited school will be given an entrance test to help determine placement;
  - An entering K5, Pre-1, or 1<sup>st</sup> grade student must complete entrance testing;
  - An entering 2<sup>nd</sup> – 5<sup>th</sup> grade student coming from an accredited school who has an 80 or above in the core subject areas (Reading, Language Arts, and Math) will not need to be tested for grade placement;
  - An entering 2<sup>nd</sup> – 5<sup>th</sup> grade student coming from an accredited school who has 70 –79 in one or more of the core subject areas will need to be tested at the requested grade level to determine proper placement; and
  - An entering 2<sup>nd</sup>- 5<sup>th</sup> grade student coming from an accredited school who has below a 70 in one or more of the core subject areas will not be admitted at the grade level in question but may be considered for admission at the previous grade if presently age appropriate.
4. For all students with academic accommodations: Due to our limited resources, prior to acceptance the Counselor will evaluate the recommended accommodations and report to the appropriate Principal and family those accommodations TCPS can meet. The family will then be better equipped to decide if TCPS can help their child be academically successful prior to their child’s application being sent to the Admissions Office.
5. The school does not replace the home or the church. All three should be complimentary, which means that home, school, and church should be in agreement with biblical philosophy and teaching. Therefore, the school partners with born again, Bible believing, Christ honoring parents in the education of their children. It is a requirement that at least one parent has personally received Jesus Christ as his/her Savior and Lord
6. Be mindful of the following registration windows to not only take advantage of the discount on the registration fee, but also secure a spot for your child. Also note that the registration fee amount is determined by when the **complete** application is received in the Admissions Office (which includes registration fee).

### **Enrollment Windows**

Now through March 1 <sup>st</sup>	Re-enrollment of current students only; this is the only window when re-enrollment forms receive priority over new applicants. All completed applications for new students will be held in the order they are received in the Admissions Office (thus guaranteeing the lowest registration fee).
Now through March 1 <sup>st</sup>	Completed applications for siblings of current students will begin being processed in the order they are received in the Admissions Office.
After March 1 <sup>st</sup>	Completed applications for all students including new families to TCPS will be processed in the order they are received in the Admissions Office.

### **Registration Fee (per student)**

Until April 1 <sup>st</sup> : \$300	April 2 <sup>nd</sup> through May 1 <sup>st</sup> : \$400	After May 1 <sup>st</sup> : \$500
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## The Steps for Admission

**Step 1** - Carefully and prayerfully read through all the documents with this Application Packet.

**Step 2** - Upon being convinced that God is calling your family to serve and be served at TCPS, please complete the following documents prior to an interview with a Principal:

- Application for Admission (along with the registration fee attached)
- Written personal testimonies of parents
- Contract of Continuous Enrollment
- Statement of Cooperation
- Permissions Form
- Medical and Emergency Form
- Student Questionnaire for students entering grades 7-12
- 7<sup>th</sup> – 12<sup>th</sup> Grade Drug Screening Consent and Release Form
- Copy of transcript, standardized test results, etc, as requested on the School Administrator Recommendation Form.  
Upon acceptance, TCPS will send for the official documents on the basis of a signed Permission for Release of Records form. A copy of the student's most recent report card and prior year report card may suffice for initial consideration.
- Copy of Birth Certificate (proof of age)
- Current Mississippi Form No. 121 – Certificate of Immunization Compliance *before the student attends class*
- Permission for Release of Records
- Family Financial Information Form
- Tuition and Fee Payment Policy

*Concerning the three Recommendation Forms (required for students entering 1<sup>st</sup>-12<sup>th</sup> grade): Please complete the top part of each form down to your signature and date, then distribute each form to the appropriate individuals and request that they complete and send them directly to TCPS as quickly as possible.*

**Step 3 - Interview:** The parents and student will interview with the appropriate Principal. It is preferred that the application and as many of the above-mentioned forms be received prior to the interview.

**Step 4 - Shadow Day:** When school is in session we desire the prospective student to spend a day attending classes to help everyone with the decision-making process. Prospective students are matched-up with a peer to shadow.

**Step 5 - Testing:** Academic testing is required for acceptance to K5 and 1<sup>st</sup> grade. Students currently enrolled in Homeschool or a non-accredited school must also be tested. The tests are scheduled as needed to expedite the application process.

**Step 6 - Notification of Decision:** After the interview and the receipt of all the necessary forms, documents, and registration fee, you will receive a letter from the Admissions Office. Once accepted, the Business Office will contact you concerning your choice of payment options for the Building Fee and Tuition.



# Application for Admission

## Tupelo Christian Preparatory School

Date: \_\_\_\_\_

### STUDENT BIOGRAPHICAL INFORMATION

Student Name \_\_\_\_\_  
Last First Middle Preferred Name

Date Of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Race \_\_\_\_\_ Grade to Enter \_\_\_\_\_

Student's SSN \_\_\_\_\_ School District in Which Student Resides \_\_\_\_\_

Address Where Student Lives \_\_\_\_\_  
Street City State Zip

Student Lives With:  Father  Mother  Other Who Has Legal Custody of This Student? \_\_\_\_\_

Parent's Marital Status:  Single  Married  Separated  Divorced  Widowed

*Thank You  
For Attaching  
Your Child's  
Photo*

### FAMILY INFORMATION

Father's Name \_\_\_\_\_

Mothers's Name \_\_\_\_\_

Guardians's Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Education Level \_\_\_\_\_

Education Level \_\_\_\_\_

Education Level \_\_\_\_\_

Occupation \_\_\_\_\_

Occupation \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Employer \_\_\_\_\_

Employer \_\_\_\_\_

Work Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Do not contact

Do not contact

Do not contact

Father – Have you personally received Jesus Christ as your Lord and Savior?  Yes  No

Have you read the Statement of Faith of the school?  Yes  No

The church you attend: \_\_\_\_\_ Are you a member?  Yes  No

Mother – Have you personally received Jesus Christ as your Lord and Savior?  Yes  No

Have you read the Statement of Faith of the school?  Yes  No

The church you attend: \_\_\_\_\_ Are you a member?  Yes  No

Guardian – Have you personally received Jesus Christ as your Lord and Savior?  Yes  No

Have you read the Statement of Faith of the school?  Yes  No

The church you attend: \_\_\_\_\_ Are you a member?  Yes  No

*Any parents/guardians marking yes above to having received Christ as your Lord and Savior, please provide a statement of how and when you received Christ, as well as His meaning in your life. A written testimony is requested from both parents/guardians. This application is not complete without these.*

**GRANDPARENT INFORMATION (OPTIONAL)**

MATERNAL

Full Name \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Home Phone \_\_\_\_\_  
Email \_\_\_\_\_

PATERNAL

Full Name \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Home Phone \_\_\_\_\_  
Email \_\_\_\_\_

**STUDENT ACADEMIC INFORMATION**

1. List all schools previously attended

Current School \_\_\_\_\_ Grade Levels \_\_\_\_\_ Year(s) \_\_\_\_\_

Complete Address \_\_\_\_\_

Prior School \_\_\_\_\_ Grade Levels \_\_\_\_\_ Year(s) \_\_\_\_\_

Complete Address \_\_\_\_\_

Other Schools Attended

Name of School \_\_\_\_\_ Grade Levels \_\_\_\_\_ Year(s) \_\_\_\_\_

Name of School \_\_\_\_\_ Grade Levels \_\_\_\_\_ Year(s) \_\_\_\_\_

(If additional space is required, please list on a separate sheet of paper.)

2. Has your child repeated a grade?  Yes  No

Has your child been in gifted or accelerated classes?  Yes  No

If an above answer is "yes," please explain \_\_\_\_\_

\_\_\_\_\_

3. Has your child been suspended or removed from any school for misconduct?  Yes  No

If "yes," please give an explanation including the date of the event. \_\_\_\_\_

\_\_\_\_\_

4. What is your child's attitude toward school and teachers? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Has your child ever been diagnosed with a learning disability or has a service plan/504/IEP in place?

Yes  No If "yes," please explain and include copies of all reports. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**STUDENT ACADEMIC INFORMATION (CONTINUED)**

6. Check the appropriate box if school personnel have reported any of the following about your child, or if you have observed these characteristics at home.

<b><u>Characteristic</u></b>	<b><u>At School</u></b>	<b><u>At Home</u></b>
Distractible	<input type="checkbox"/>	<input type="checkbox"/>
Inattentive	<input type="checkbox"/>	<input type="checkbox"/>
Lack of organization	<input type="checkbox"/>	<input type="checkbox"/>
Disturbs other children	<input type="checkbox"/>	<input type="checkbox"/>
Is often late in completing assignments	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits aggressive behavior	<input type="checkbox"/>	<input type="checkbox"/>
Has difficulty following oral instructions	<input type="checkbox"/>	<input type="checkbox"/>
Has difficulty following written instructions	<input type="checkbox"/>	<input type="checkbox"/>
Has difficulty with oral expression	<input type="checkbox"/>	<input type="checkbox"/>
Has difficulty with written expression	<input type="checkbox"/>	<input type="checkbox"/>

7. Why do you want your child to attend Tupelo Christian Preparatory School? \_\_\_\_\_

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**STUDENT QUESTIONNAIRE**

The student applicant for grades 7-12 must complete in his/her own handwriting the enclosed questionnaire. The application is not complete without this.

*It is and shall be the policy of Tupelo Christian Preparatory School, in the admission of students, hiring of employees, administration of educational policies or other functions, not to discriminate on the basis of the applicant's race, color, sex, or national or ethnic origin.*

**FOR OFFICE USE ONLY**

Student Name: \_\_\_\_\_  
Last First Middle

Forms Received

- Statement of Cooperation
- Permissions Form
- Medical and Emergency Form
- School Administrator Recommendation (1<sup>st</sup>-12<sup>th</sup> grade applicants)
- School Teacher Recommendation (1<sup>st</sup>-12<sup>th</sup> grade applicants)
- Pastor/Sunday School Teacher Recommendation (1<sup>st</sup>-12<sup>th</sup> grade applicants)
- Permission for Release of Records Form
- Family Financial Information Form
- Tuition and Fee Policy Form

Documents Received

- Parents' written testimonies
- Student Questionnaire (7<sup>th</sup>-12<sup>th</sup> grade applicants)
- Copy of transcript
- Copy of standardized test results
- Copy of test results for considerations for special or giftedness programs (if any)
- Copy of psychological or educational evaluations (if any)
- Copy of student discipline and attendance record
- Copy of Mississippi Form No. 121
- Copy of student's birth certificate
- Copy of academic records

Appointments

- Interview Date \_\_\_\_\_
- Shadow Date \_\_\_\_\_
- Testing Date (if applicable) \_\_\_\_\_
- Admissions Committee Decision \_\_\_\_\_

After Acceptance

- Grade Placement \_\_\_\_\_
- Letter sent from Admissions Office
- Student information entered into RenWeb
- Information sent to Finance Office (Financial Information Form)
- Information sent to Guidance Office (Academic records, MS Form No. 121, Birth Certificate)
- Information sent to Development Office
- Information sent to Athletic Department (if applicable)
- Information sent to Fine Arts Department (if applicable)



# Continuous Enrollment FAQ's

## Tupelo Christian Preparatory School

### **What is Re-Enrollment and why does it matter?**

This information is used as the school makes plans for the following school year. Basically, the simple question is: “Are you coming back to school next year?” Our leadership team at Tupelo Christian Preparatory School does a great deal of planning to ensure that we’re prepared to fulfill our mission with excellence every year. Until TCPS families “sign on the line” that they’re coming back each year, we can’t make solid plans for staffing, programs, materials, curriculum and facility usage. We take the stewardship of tuition dollars entrusted to us every year very seriously. We want to invest these tuition dollars wisely so that we can provide the best education possible for our students.

### **I have no plans to change schools – and almost everybody comes back every year anyway. Can’t I just stay at TCPS until I notify the school otherwise?**

Up until this point, re-enrollment has been an “opt-in” program. We annually ask every family, “Are you coming back?” In a sense, we’ve been penalizing the vast majority of families by forcing you all to go through this process every year. Last year, for instance, we retained 92% of our student body. So EVERYONE had to go through re-enrollment for the sake of the 8% that, for one reason or another, left our school community. By signing your Continuous Enrollment contract, you will be flipping that script. Rather than an opt-IN annual re-enrollment process, TCPS’s annual re-enrollment will become an OPT-OUT process. In other words, if you’re coming back after signing your “Continuous Enrollment Contract,” you’ll never have to worry about this again.

### **So after this year, what will the “Re-enrollment Season” look like?**

Once all of our families are on the “Continuous Enrollment Program,” the typical re-enrollment season will simply be a communication reminder from the Enrollment Office informing the families that might be thinking about leaving our school to notify us prior to the end of February. If last year is any indication, this means that 90+% of TCPS families will have the convenience of filling out one simple form letting us know if any of your contact information has changed.

### **But what about unique circumstances? I’m planning on keeping my kids at TCPS until college. What if God has other plans for my family?**

We’ve built flexibility into this contract. So, for major life changes/unique circumstances like moving outside the North Mississippi area, if TCPS can no longer meet your child’s educational needs, if we ask your family to leave, or if there is some unforeseen circumstance that our School Board approves, you will be released from your Continuous Enrollment Contract.

### **What if I am unsure we are returning?**

If you are unsure if your currently enrolled student(s) will be returning to TCPS for the 2021-2022 school year, please contact the Admissions Office in writing or by email at [cedens@tcpsteachers.com](mailto:cedens@tcpsteachers.com) before March 1, 2021 to discuss. From March 1<sup>st</sup> – April 1<sup>st</sup>, you may re-enroll your student for the same \$300 re-enrollment deposit. From April 2<sup>nd</sup> – May 1<sup>st</sup>, re-enrollment is \$300 plus a \$100 late enrollment fee. After May 1<sup>st</sup>, the re-enrollment deposit becomes \$300 plus a \$200 late enrollment fee.

### **Ok. Great! How do I sign up for this?**

When you complete your re-enrollment packet this year, you will be automatically placed in Continuous Enrollment.



# Contract of Continuous Enrollment

## Tupelo Christian Preparatory School

PARENT(S) or legal guardian(s) signing this contract authorize and acknowledge this contract to be a Continuous Enrollment Contract for their STUDENT. The terms and conditions in the Contract shall be in force perpetually.

OPT OUT period for re-enrollment shall be February 1<sup>st</sup> – March 1<sup>st</sup> and must be communicated in writing or by email to the Admissions Office at [cedens@tcpsteachers.com](mailto:cedens@tcpsteachers.com).

I agree that the term of my STUDENT'S Continuous Enrollment Contract begins with this signed contract, and thereafter continues automatically for STUDENTS in good standing through completion of grade 12 or, if necessary, until the official withdrawal procedures are completed.

Enrollment for each school year is contingent upon the student's satisfactory completion of the current school year.

Grade and classroom placement shall be determined by the school and does not constitute a part of this contract or its subsequent renewals.

School personnel will take appropriate action in the case of a medical emergency, under the conditions of the Medical and Emergency Form signed during Enrollment.

Any conduct by a Tupelo Christian Preparatory School (the school) student which the school authorities consider detrimental to the student, to other students, and/or to the school itself may be deemed adequate cause for appropriate disciplinary action, including suspension or dismissal. If a student is dismissed from the school for disciplinary reasons, the parents of the student will be required to pay the current month's tuition plus an additional two months.

The school believes that a positive and constructive working relationship between the school and a student's parents (or legal guardians) is essential to a student's development and the school's fulfillment of the mission. Thus, the school reserves the right to discontinue enrollment if the school reasonably concludes that the actions of a parent (or legal guardian) make such a positive and constructive relationship impossible or otherwise seriously interferes with the school's ability to accomplish its educational purposes. If a student is dismissed from the school for the herein reasons, the parents of the student will be required to pay the current month's tuition plus an additional two months.

### Tupelo Christian Preparatory School Financial Policies

Parents agree to maintain a current student account.

This Continuous Enrollment Contract cannot be signed unless the student is in good financial standing with the school.

The Continuous Re-Enrollment Fee will be billed to the student's account after the opt-out period ends (March 1<sup>st</sup>) and is non-refundable and non-transferable.

Parent(s) agree to (a) abide by the rules and regulations of the School as stated in the handbook; (b) the financial policies herein; and (c) the School's policy of restricting a student from attending class, taking examinations, receiving grades, receiving transcripts, participating in graduation, receiving diplomas, and/or recommendations if an account has not been paid in full.

This is a binding contract. Parent(s) are jointly and severally obligated to pay fees for the full academic year unconditionally and upon receipt of this contract by the School, no portion of fees, paid or outstanding, will be refunded or cancelled in the event of absence, withdrawal, or dismissal from Tupelo Christian Preparatory School of the student. The only exception to this policy is in the event of a relocation of the family outside the Tupelo area.

### Signature

By submitting my signature below, I affirm that I have read, understand and accept the terms and conditions of this contract and all representations are truthful. I understand it is my obligation to notify the Admissions Office of any changes in my contact information, custody or medical changes.

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

Date \_\_\_\_\_



# 7<sup>th</sup>-12<sup>th</sup> Grade Drug Screening Consent and Release Form



## Tupelo Christian Preparatory School

*(to be completed and returned to the school office prior to attending classes)*

Student Name (please Print): \_\_\_\_\_

To: The TCPS School Board

I hereby acknowledge that I have received a copy of the TCPS Drug Screening Policy (additional copies of this policy are available in the Secondary and Middle School Office). I further acknowledge that I have read this policy, that it has been explained to me, that I fully understand the provisions of the program, and that I agree to comply with the rules and regulations of Tupelo Christian Preparatory School in this policy for the entire time that I am enrolled.

I hereby consent to have a sample of my urine, saliva, or hair collected and tested for the presence of certain drugs and substances in accordance with the provisions of the TCPS Drug Screening Policy and at other such times, as urinalysis, saliva based, or hair follicle testing is required under the program.

I further authorize you to make confidential release to my Parents/Legal Guardians, Head of School, Principal, Guidance Counselor, Athletic Director, Head Coach of the team I am a member of, club sponsor, and drug counselor all the information and record, including test results you may have related to the screening or testing of my urine, saliva, or hair samples in the accordance with the provision of the TCPS Drug Screening Policy, which is applicable to all secondary students at TCPS. To the extent set forth in this document, I waive any privilege I have in connection with such information.

I understand that any urine, saliva, or hair samples will be sent to a laboratory designated by the TCPS School Board for actual testing.

The TCPS School Board members, administrators, employees, and agents are hereby released from responsibility for the release of such information and records as authorized by this form. The same aforementioned individuals are also hereby released from responsibility and/or liability of any actions caused by the student's positive drug test.

As a TCPS student, I attest that I am drug free.

I certify that all information contained on this consent form is true and correct.

Student Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

We, the undersigned parents/legal guardians of the above student, recognizing that TCPS is committed to protecting its students from the harmful effects of substance abuse, hereby agree to accept and abide by the standards, and policies, and regulations as set forth in the TCPS Drug Screening Policy. Therefore, we join in the above statement for our minor child.

Printed Names of Both Parents/Legal Guardians: \_\_\_\_\_

Signatures of Both Parents/Legal Guardians: \_\_\_\_\_

Date of Signatures: \_\_\_\_\_

Printed Name and Signature of Witness: \_\_\_\_\_



# K4 - 6<sup>th</sup> Grade EPI Supplies Pre-Order Form

## Tupelo Christian Preparatory School

Parents of Elementary Students,

In order to help you with school supply shopping, you may now place your order for your child's supplies for the 2021-2022 academic year. Pre-ordering school supplies not only helps you, but also allows us to be good stewards and avoid the cost of return shipping and restocking fees.

If you would like to pre-order your supplies, please complete the form below.

1. K4 and Pre-1<sup>st</sup> supply packs are \$75.00 through April 30<sup>th</sup>.
2. 1<sup>st</sup> through 6<sup>th</sup> grade supply packs are \$70.00 through April 30<sup>th</sup>.
3. Unfortunately, supply packs that are pre-ordered are ***non-refundable***.
4. Supply packs ordered after April 30<sup>th</sup> will cost \$80.00 and be in limited supply.

If you desire to take advantage of this optional program, then please complete the following information and return this form along with the required re-enrollment documents.

(Only one student per form)

Student Name: \_\_\_\_\_

Next Year's Grade: \_\_\_\_\_

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

Mark one box below:

Check attached to form

Please bill my account



# Family Financial Information Form

## Tupelo Christian Preparatory School

Family Last Name: \_\_\_\_\_

### Please list all children attending TCPS

Student First & Last Name: \_\_\_\_\_ Grade to Enter: \_\_\_\_\_  
 Student First & Last Name: \_\_\_\_\_ Grade to Enter: \_\_\_\_\_  
 Student First & Last Name: \_\_\_\_\_ Grade to Enter: \_\_\_\_\_  
 Student First & Last Name: \_\_\_\_\_ Grade to Enter: \_\_\_\_\_

<b>Office Use Only</b>
<input type="checkbox"/> TCPS Employee
<input type="checkbox"/> Full-time Minister (Must be a licensed or Ordained Minister serving full-time on a church staff)

Person Responsible for Paying School Bill \_\_\_\_\_ Billing Phone Number \_\_\_\_\_

Billing Address \_\_\_\_\_ Billing Email \_\_\_\_\_

I/We have read and agree with the Tuition and Fee Payment Policy (provided in this packet).

Signature of Financially Responsible Party #1 \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Financially Responsible Party #2 \_\_\_\_\_ Date \_\_\_\_\_

### **Registration Fee** *(due in full to be enrolled)*

Amount Paid  \$300 through April 1<sup>st</sup>  \$400 April 2<sup>nd</sup> – May 1<sup>st</sup>  \$500 after May 1<sup>st</sup>

<b>Office Use Only: Registration Fee</b>			
Amount Paid _____	Date Received _____	Received By _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____

### **Building Fee**

- \$1,092 for 1 Student  \$1596 for 2 or more students
- Annual (June 10<sup>th</sup>)
- Semi-Annual (June 10<sup>th</sup> & December 10<sup>th</sup>)
- 12 Months (June 10<sup>th</sup> – May 10<sup>th</sup>)

<b>Office Use Only: Building Fee</b>
Amount Paid _____
Date Received _____
Received By _____
<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____

### **Tuition**

*(refer to the Tuition and Fee Schedule)*

- Annual (June 10<sup>th</sup>)
- Semi-Annual (June 10<sup>th</sup> & December 10<sup>th</sup>)
- 12 Months (June 10<sup>th</sup> – May 10<sup>th</sup>)

<b>Office Use Only: Tuition</b>
Amount Paid _____
Date Received _____
Received By _____
<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____

### **Authorization Agreement for Electronic Funds Transfer**

Date: \_\_\_\_\_

I/we hereby authorize Tupelo Christian Preparatory School (TCPS), to initiate monthly debit entries to the account listed below for the purpose of making monthly balance due payments. I/we also authorize TCPS to initiate credit entries, if necessary, for any debit entries made in error.

Please check one box:

- Checking Account Number \_\_\_\_\_ Routing Number \_\_\_\_\_  
(If choosing a checking account please attach a voided check for verification of all financial institution information)
- Savings Account Number \_\_\_\_\_ Routing Number \_\_\_\_\_

Financial Institution Name \_\_\_\_\_ City and State \_\_\_\_\_

Account Holder Name (please print) \_\_\_\_\_ Account Holder Signature \_\_\_\_\_

This authorization is to remain in full force and effect until TCPS has received written notification from me of its termination in such time and in such manner as to afford TCPS a reasonable opportunity to act on it.

# MACS Information

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## What is MACS?

In 2001 the Mississippi legislature created MACS (Mississippi Affordable College Savings), the state's 529 savings plan. MACS is an easy and flexible way to save for college expenses. With a minimum contribution amount of just \$25, MACS is very budget friendly. The plan offers investment options that appeal to all types of investors, from the conservative investor to the aggressive investor, MACS has an option that is right for you.

## Can MACS be used to pay for elementary and secondary tuition expenses?

The Tax Cuts and Jobs Act, passed by Congress in December 2017, expanded the definition of a qualified higher education expense under Section 529 of the Internal Revenue Code. Expenses for tuition in connection with enrollment or attendance at elementary or secondary public, private, or religious school, is now included as a qualified higher education expense.

It is important to note that the law also caps distributions for this purpose at \$10,000 per student per tax year. Therefore, although an individual may be the designated beneficiary of multiple accounts, that individual may receive a maximum of \$10,000 in distributions free of tax, regardless of whether the funds are distributed from multiple accounts, in any given tax year.

## What are the federal and state tax advantages?

When you contribute to the Mississippi Affordable College Savings (MACS) Program, any account earnings are federal and Mississippi income tax-deferred. Plus, distributions used to pay for qualified higher education expenses will be free from federal and Mississippi income tax. Non-qualified withdrawals may be subject to federal and state taxes and the additional federal 10% tax.

## Is there a Mississippi income tax deduction?

Yes, you may be eligible for a Mississippi income tax deduction. The amount contributed by a Mississippi taxpayer to MACS Program accounts during a tax year is deductible from Mississippi adjusted gross income in an amount not to exceed \$10,000 for a single return or \$20,000 for a joint return for that tax year.

The earnings portion of a non-qualified withdrawal will be taxable to a resident recipient of the withdrawal. The contribution portion of a non-qualified withdrawal that was previously deducted for Mississippi income tax purposes will be included in the resident recipient's Mississippi gross income.

## Can I roll over funds from another 529 plan into the MACS program?

You are permitted to transfer funds from another 529 college savings plan to an account in the MACS Program for the same beneficiary twice within a 12-month period without incurring federal income tax. The 529 college savings plan from which you are transferring funds may be subject to differences in features, costs and surrender charges. You should consult your tax advisor or the other 529 college savings plan. State and local taxes may apply. To complete a rollover, use the Rollover Form.

## What should I consider before requesting a withdrawal from my MACS account?

For check withdrawals to a School, please ensure you have the Beneficiary's Student ID and the school's correct mailing address for payments.

For check withdrawals to the Account Owner or Beneficiary, funds will be issued to the mailing address on record.

For withdrawals by ACH, funds will be issued to the account owner's bank account on record.

**As always, we advise you consult your tax professional for questions and guidance.**

Please visit <https://www.treasury.ms.gov/collegesavingsmississippi/Pages/MACS-FAQs.aspx> for more information.



# Medical and Emergency Form

## Tupelo Christian Preparatory School

Student Name \_\_\_\_\_ Grade to Enter \_\_\_\_\_  
Last First Middle

Does your child have any medical conditions which the faculty and staff of Tupelo Christian Preparatory School should be aware of (e.g. asthma, diabetes, seizures/epilepsy, or other medical conditions or physical limitations)?

Yes  No If "yes," please provide details. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does your child have a history of a physical, mental, or emotional condition which has required professional attention or which may require special attention at Tupelo Christian Preparatory School?

Yes  No If "yes," please provide details and include copies of all reports. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In the event that my child becomes ill or is injured while under school supervision, I approve the school authorities to take the following steps:

1. Contact a parent or legal guardian of the student and follow his or her instructions.
2. In the event of an emergency when neither parent nor legal guardian can be reached immediately, the school authorities are hereby authorized to use their best judgment in contacting a properly licensed physician or in transporting my child to the nearest clinic or hospital for consultation and/or treatment. Such transporting is to be done either by school provided transportation, or if school officials deem it necessary, by ambulance.

If in the opinion of a properly licensed and practicing physician, my child needs medical services which require my consent before being supplied, and I cannot be reached, I hereby authorize, appoint, and empower the Head of School or his designated representative to furnish on my behalf such written or oral authorization as may be so required.

Furthermore, I release the Head of School or his designated representative, Tupelo Christian Preparatory School and Tupelo Christian Preparatory School Board from any liability which might arise from the giving of such authorization. It is my desire that my child be furnished with such medical services as soon as possible after the need arises.

\_\_\_\_\_  
Parent/Legal Guardian Signature Date

### **EMERGENCY CONTACT INFORMATION (other than Parent/Guardian)**

Responsible adults living in the Tupelo area to contact if Parent/Guardian cannot be reached:

Adult's Name \_\_\_\_\_ Phone (h) (w) (c) \_\_\_\_\_

Adult's Name \_\_\_\_\_ Phone (h) (w) (c) \_\_\_\_\_

Name of Child's Physician \_\_\_\_\_ Phone \_\_\_\_\_

Please Note: In order for Tupelo Christian Preparatory School to ensure safe and consistent treatment of students who must use prescription and/or over-the-counter medication during school hours, you will receive (at the beginning of each academic year) a document whereby you are required to communicate how you desire the school to give prescription and over-the-counter medication to your child, should the need arise. Thank you for taking the time then to read and provide the school the necessary authorization to assist your child in the taking of such medication.



# Pastor/Sunday School Teacher Recommendation

## Tupelo Christian Preparatory School

Full Name Of Student: \_\_\_\_\_ Grade To Enter: \_\_\_\_\_

My child is an applicant for admission to Tupelo Christian Preparatory School. Please complete this confidential recommendation form and mail or fax it directly to TCPS. I waive my right to review the information you provide.

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

Name of Reference: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Church: \_\_\_\_\_ Position: \_\_\_\_\_

The above named student is applying to Tupelo Christian Preparatory School. TCPS was founded to lead students, in partnership with Christian families, to know Christ and make Him known through rigorous academics, challenging athletics, stimulating arts, and servanthood activities. Please answer the following questions truthfully, candidly, and as quickly as possible. All responses will be kept in strict confidence. To maintain your confidentiality, please mail or fax this form directly to TCPS. Thank you for your time and honesty.

	Most Of The Time	Some Of The Time	Hardly Ever	Never	Not Known
A desire to actively grow and mature in his/her relationship with Christ					
Active in an evangelical church					
A desire to be committed to a pure lifestyle - mentally (thought life) and physically (abstaining from drugs, alcohol, tobacco, sex)					
A commitment to demonstrate proper respect and response to God-given authorities					
A commitment to honor and respect the rights and property of others					
A commitment to actively pursue his/her God-given potential in the areas of academics, extra-curricular activities, etc. (works hard & self-motivated)					
Acceptable conduct					
Positive leadership ability displayed					
Use/possession of alcohol, drugs, or weapons					
Wise choice of friends					

Do you have any concern as to how this applicant would "fit in" in a Christian school? Please comment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_  I have provided additional comments on the back.

Overall Recommendation for Admission:

- Recommend without reservation    Recommend with reservation    Cannot recommend

Pastor/Sunday School Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Permission for Release of Records

## Tupelo Christian Preparatory School

*Directions to Parents:* Please complete the top part of this document down to and including your signature and today's date. We will mark the necessary boxes. Please also provide the address information of the school your child is currently attending. Upon acceptance, TCPS will mail this form for you to request your child's records.

My child, \_\_\_\_\_, has enrolled at Tupelo Christian Preparatory School. I hereby give permission for \_\_\_\_\_ (name of previous school) to release the below listed school documents to TCPS at the address above. Thank you for your prompt attention to this request.

My child has a service plan/504/IEP in place  Yes  No

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade to Enter at TCPS

- Transcript of all grades with grade scale (alpha and numeric)
- Grades at time of withdrawal
- Attendance at time of withdrawal
- All test scores (IQ, Achievement, Aptitude, ACT, SAT, etc.)
- Confidential records (e.g. special education records – if applicable)

Name and Address of Previous School \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### FOR OFFICE USE ONLY

- Mailed to previous school on \_\_\_\_\_
- Received Transcripts on \_\_\_\_\_
- Received Grades at time of withdrawal on \_\_\_\_\_
- Received Attendance at time of withdrawal on \_\_\_\_\_
- Received test scores on \_\_\_\_\_
- Received \_\_\_\_\_ on \_\_\_\_\_
- Received \_\_\_\_\_ on \_\_\_\_\_
- Received \_\_\_\_\_ on \_\_\_\_\_



# Permissions Form

## Tupelo Christian Preparatory School

Student Name \_\_\_\_\_ Grade to Enter \_\_\_\_\_  
Last First Middle

### Permission Statement #1:

I give permission to use my child's image taken and/or recorded during school events for purposes of promoting the school to the community (e.g. school website, brochures, etc.).

Yes  No

### Permission Statement #2:

I give my permission for my name, address, phone number, and email address to be published in the school directory.

Name  Yes  No

Address  Yes  No

Phone Number  Yes  No

Email Address  Yes  No

### Permission Statement #3:

Please refer to the Medical and Emergency Form where you will find a place to approve the school authorities to take the necessary steps in the event that your child becomes ill or is injured while under school supervision and we are unable to contact you.

### Permission Statement #4:

In order for Tupelo Christian Preparatory School to ensure safe and consistent treatment of students who must use prescription and/or over-the-counter medication during school hours, you will receive (at the beginning of each academic year) a document package whereby you are required to communicate how you desire the school to give prescription and over-the-counter medication to your child, should the need arise. Thank you for taking the time upon receipt of these documents to read and promptly provide the school the necessary authorization to assist your child in the taking of such medication.

Parent/Guardian Printed Name: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_





# School Administrator Recommendation

## Tupelo Christian Preparatory School

5440 Endville Road Belden, MS 38826 (662) 844-8604 Fax: (662) 823-6972

Full Name Of Student: \_\_\_\_\_ Grade To Enter: \_\_\_\_\_

My child is an applicant for admission to Tupelo Christian Preparatory School. Please complete this confidential recommendation form and mail or fax it directly to TCPS. I waive my right to review the information you provide.

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

Name of Reference: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

The above named student is applying to Tupelo Christian Preparatory School and is requesting your recommendation. Please answer the following questions truthfully, candidly, and as quickly as possible. The Admissions Committee will hold your responses in strict confidence. To maintain your confidentiality, please mail or fax this form directly to TCPS. Thank you for your time and honesty. The following requested documents are for initial consideration. Upon acceptance TCPS will send for the official documents on the basis of a signed release form.

- A transcript of the student’s academic record to date
- A copy of all standardized test results
- A copy of any test results for considerations for special or giftedness programs
- A copy of the student’s discipline and attendance record
- A copy of psychological or educational evaluations (if any)

Do you know this student personally?  Yes  No How long have you known the applicant? \_\_\_\_\_

	Most of The Time	Some of The Time	Hardly Ever	Never	Not Known
Evidence of commitment to Christian values					
Willingness to work hard (self-motivated)					
A commitment to demonstrate proper respect and response to authorities					
A commitment to honor and respect the rights and property of others					
Attends properly and fully to assigned tasks					
Acceptable conduct					
Positive leadership ability displayed					
Use/possession of alcohol, drugs, or weapons					
Good rapport with faculty					
Wise choice of friends					

Please indicate the frequency and nature of the times during this past academic year that the applicant has been sent to the office for disciplinary reasons. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*continued on back*

Is there pending disciplinary action, or is the applicant leaving with a disciplinary record?  Yes  No.

If "yes," please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has this student ever been expelled or suspended?  Yes  No.

If "yes," please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For what outstanding awards and achievements has this student been recognized? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please share with us about his/her attitude toward school in general. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please feel free to share additional comments with us below. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Overall Recommendation for Admission:

- Recommend without reservation     Recommend with reservation     Cannot recommend

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your cooperation. Please keep a copy of this authorization on file. If this student is accepted and enrolled in Tupelo Christian Preparatory School, we will request a final transcript at the end of the school year.



# School Teacher Recommendation

## Tupelo Christian Preparatory School

5440 Endville Road Belden, MS 38826 (662) 844-8604 Fax: (662) 823-6972

Full Name Of Student: \_\_\_\_\_ Grade To Enter: \_\_\_\_\_

My child is an applicant for admission to Tupelo Christian Preparatory School. Please complete this confidential recommendation form and mail or fax it directly to TCPS. I waive my right to review the information you provide.

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

Name of Reference: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

The above named student is applying to Tupelo Christian Preparatory School and is requesting your recommendation. Please answer the following questions truthfully, candidly, and as quickly as possible. The Admissions Office will hold your responses in strict confidence. To maintain your confidentiality, please mail or fax this form directly to TCPS. Thank you for your time and honesty.

How long have you known the applicant? \_\_\_\_\_

	Exceptional	Above Average	Average	Below Average
Academic Initiative				
Written Expression				
Oral Expression				
Attention Span				
Organizational Skills				
Grasps Concepts				
Cooperation				
Leadership				
Respect For Authority				
Moral Character				
Concern For Others				
Self-Discipline				
Emotional Maturity				

How has the student performed academically in relation to his or her potential? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the student receive academic accommodations? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe the parents' involvement with the student's education and with the school. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any special abilities or talents the applicant has. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Share with us about his or her attitude toward school in general. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate any activities (school, church, and community) in which you know the student has participated with distinction. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We would appreciate any additional comments you would care to give on this student's academic ability or character.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Overall Recommendation For Admission:  
 Recommend without reservation     Recommend with reservation     Cannot recommend

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Statement of Cooperation

## Tupelo Christian Preparatory School

Student Name \_\_\_\_\_ Grade to Enter \_\_\_\_\_  
Last First Middle

We hereby make application for this student to attend Tupelo Christian Preparatory School. In making the application, we understand and agree to comply with and abide by the provisions of the Tupelo Christian Preparatory School Parent/Student Handbook and the rules and standards set out therein, including, but not limited to the following:

1. We agree that the spiritual development of our child involves home, church, and school and will endeavor to be involved in each of these areas.
2. We agree with and will support the purpose, policies, and procedures of the school (Romans 13:1).
3. We understand and will encourage the importance of our child developing and maintaining a proper respect and response to God-given authorities [parents, faculty, etc.] (Colossians 3:20; Romans 13:1).
4. We understand and will encourage the importance of our child developing and maintaining honor and respect for the rights and property of others (Philippians 2:3-4; 1 Peter 4:8-9).
5. We understand and will encourage the importance of our child developing and maintaining a desire to actively pursue his or her God-given potential in the areas of academics, extra-curricular activities, etc. (Colossians 3:23-24).
6. We understand the vital need for prayer and agree to faithfully pray for the administration, faculty, parents, and student body of TCPS.
7. We understand that our child (grades 7-12) will also agree to several student commitments.
8. We understand that TCPS abides by biblical principles in conflict resolution (Matthew 18:15-17; 1 Corinthians 6:1-8). We acknowledge and agree with TCPS to abide by these same biblical principles in the resolution of all disputes.
9. We agree to uphold and support the high academic standards of the school by giving encouragement in the completion of homework and assignments.
10. We understand that attendance at TCPS is a privilege and not a right.
11. We understand that if our present year account is not current we may re-enroll our child for next year, but a place will not be held for that student until the present year account is current.
12. We agree to the timely payment of all tuition and fees for the academic year as set forth in the Tuition and Fee Schedule and Payment Policy.
13. We understand that the enrollment of our child obligates us to the terms of the Tuition and Fee Policy. If we choose to withdraw we will be responsible for the current month statement plus two additional months of tuition and building fee payments.

\_\_\_\_\_  
Parent/Guardian's Signature Date Parent/Guardian's Signature Date

### To Be Completed By Student's Entering Grades 7-12

By signing below I state that I have:

1. A willingness to pursue a relationship with Christ (Ephesians 4:14-16; 1 Peter 2:2).
2. A willingness to be active in an evangelical church (Hebrews 10:24-25).
3. A desire to be committed to a pure lifestyle - mentally [thought life] and physically [abstaining from drugs, alcohol, tobacco, sex] (1 Thessalonians 4:3-5; 2 Timothy 2:22).
4. A commitment to demonstrate proper respect and response to God-given authorities [parents, faculty, etc.] (Colossians 3:20; Romans 13:1).
5. A commitment to honor and respect the rights and property of others (Philippians 2:3-4; 1 Peter 4:8-9).
6. A commitment to actively pursue my God-given potential in the areas of academics, extra-curricular activities, etc. (Colossians 3:23-24).

\_\_\_\_\_  
Student's Signature Date



# Student Questionnaire

## Tupelo Christian Preparatory School

*This document is to be completed by the student applicant for grades 7-12 in his or her own handwriting. If more space is needed, please use another sheet of paper making sure to include your name and the number of the question being answered. Thank you.*

### GENERAL QUESTIONS

1. How did you learn about TCPS? \_\_\_\_\_
2. Do you yourself want to attend TCPS?  Yes  No Why or why not? \_\_\_\_\_  
\_\_\_\_\_
3. How do you think TCPS can help you achieve your future goals for life? \_\_\_\_\_  
\_\_\_\_\_
4. How will TCPS be better if you are a student here? \_\_\_\_\_  
\_\_\_\_\_

### SPIRITUAL QUESTIONS

1. Do you attend church most Sundays?  Yes  No Sunday School?  Yes  No Where? \_\_\_\_\_
2. Do you attend a Youth Group?  Yes  No Where? \_\_\_\_\_
3. Do you participate in other activities at church?  Yes  No What? \_\_\_\_\_
4. Have you ever helped plan or put on a program in your church?  Yes  No What? \_\_\_\_\_
5. Are you are a Christian?  Yes  No If "yes", then how do you know? \_\_\_\_\_  
\_\_\_\_\_
6. How do you think Jesus would describe your relationship with Him? \_\_\_\_\_  
\_\_\_\_\_

### ACADEMIC QUESTIONS

1. Do you get your homework done at school or do you take it home with you every day? \_\_\_\_\_
2. What subject is hardest for you? \_\_\_\_\_
3. What was your average grade in school last year? \_\_\_\_\_
4. Have you ever been on the honor roll?  Yes  No
5. Have you ever failed a subject?  Yes  No What? \_\_\_\_\_
6. Do you plan to go to college?  Yes  No If "yes", then what colleges are you thinking of attending? \_\_\_\_\_  
\_\_\_\_\_
7. What occupation would you like to pursue as an adult? \_\_\_\_\_
8. Have you received any honors in or outside of school?  Yes  No What? \_\_\_\_\_

**PERSONAL QUESTIONS**

1. What do you enjoy doing most in your free time? \_\_\_\_\_  
\_\_\_\_\_
2. Do you play a musical instrument?  Yes  No What? \_\_\_\_\_
3. Please indicate all athletic activities in which you may wish to participate. All MHSAA rules of eligibility apply.  
 Archery  Baseball  Basketball  Bowling  Cheerleading  Cross Country  
 Football  Golf  Powerlifting  Soccer  Softball  Swimming  Tennis  Track
4. Do you participate in sports?  Yes  No Which sports do you enjoy most? \_\_\_\_\_
5. What books have you read most recently? \_\_\_\_\_  
\_\_\_\_\_
6. What radio stations do you listen to with some regularity? \_\_\_\_\_
7. During the school year, how many hours per week do you spend watching TV? \_\_\_\_\_
8. During the school year, how many hours per week do you spend on the computer/Internet (not including research)? \_\_\_\_\_
9. Do you have a part-time job after school or on the weekends?  Yes  No What is it? \_\_\_\_\_
10. During the school year, how often do you go to the movies? \_\_\_\_\_  
Name the last three movies you saw: \_\_\_\_\_  
\_\_\_\_\_
11. Are most of your friends Christians?  Yes  No Are most of your friends your age?  Yes  No  
Do you know any current students here at TCPS?  Yes  No  
Who are these students? \_\_\_\_\_  
\_\_\_\_\_
12. Select three adjectives that friends might use to describe you. \_\_\_\_\_  
\_\_\_\_\_
13. Have you ever used tobacco or vaped?  Yes  No Drugs?  Yes  No Alcoholic Beverages?  Yes  No  
If there is a "Yes" answer, please explain: \_\_\_\_\_  
\_\_\_\_\_

With my signature below, I certify that I have answered the above questions honestly and completely and have not held back information the Admissions Committee should know about me when considering me for admission to TCPS.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



# Tuition and Fee Payment Policy

## Tupelo Christian Preparatory School

### PAYMENT OPTIONS:

1. TCPS families have three payment options: **(1) Annual Payment** – The entire tuition and building fee amount is billed on June 1, preceding the school year, and is due on June 10th. There will be no charging privileges unless there is a current bank draft on file. If there is not a signed bank draft on file, any miscellaneous expenses must be paid in advance when incurred. **(2) Semester Payment** – The tuition and building fee is billed in two payments on June 1 and December 1, preceding each semester, and are due June 10th and December 10th respectively. Charging privileges are the same as the Annual Payment Plan. **(3) Monthly Bank Draft** – A bank draft must be set up to cover tuition, building fees and other charged miscellaneous expenses. All fees and expenses will be billed on the first of each month, commencing on June 1, of the preceding school year and ending May 1. The account will be drafted on the 10<sup>th</sup> of each month. If a student registers *after* June 10th, the missed payments may be paid in full at registration or spread over the remaining months.
2. Any other payment option not mentioned above will have to go before the School Board for approval and will be examined on a case by case basis on its merits alone. Those families desiring another payment option need to meet with the Business Office to complete a written request, which will be submitted to the Board for approval.

### ENROLLMENT PROCESS:

3. Before a new student is officially enrolled, the application process must be completed which includes payment of the registration fee. Also, the student must be current on the previous year’s tuition before they are officially enrolled. If past due, the re-enrollment paperwork may be submitted, however the student will be placed on a waiting list until the account is current. A student will not be allowed to attend class for the new year if their account is past due for the previous year’s tuition, building fees, etc. The registration fee is non-refundable.

### PAST DUE AMOUNTS:

4. Payment is expected within 10 days of billing. When a payment is 7 days late (i.e. on the 17<sup>th</sup>), the Business Office will call the family and send an email reminder. When a payment is 15 days late (i.e. on the 25<sup>th</sup>), the Head of School will notify the family that the student will not be allowed to attend class nor be able to participate in any school related activity if the payment is not made by the 30<sup>th</sup> day. (For example, if tuition is billed on Sept. 1, and not paid by Sept. 30<sup>th</sup>, the student can’t attend class nor participate in any school activities starting Oct. 1. Only after payment is received in full may the student return to class or participate in the related school activity.)
5. Tuition will continue to accrue while the student is out. Any family that falls into this past due category and chooses the annual or semester payment plan, must enter into a monthly bank draft status for all future tuition, fees and expense payments for their remaining year at TCPS.
6. There is a \$35 charge for any EFT or check returned due to insufficient funds (NSF). If returned a second time, the payment must be made in cash, by certified check or money order. If three NSF notices are received within a school year, then all subsequent payments must be in cash, by certified check or money order.
7. Failure of the financially responsible individual to pay tuition, building fees, miscellaneous charges and NSF fees will result in the withholding of report cards, records and transcripts as well as blocked access to RenWeb, unless prior arrangements have been approved by the School Board through the Head of School.
8. Any past due account that has not made a written financial payment arrangement with the school within 90 days will be sent to collections.

### DEDUCTIONS / WITHDRAWALS:

9. No deductions will be allowed for absences from school.
10. If a student withdraws *prior* to August 1, then a full refund of the tuition and building fee is allowed. Otherwise, refunds for tuition and building fees are generally not allowed. However, the family may request a refund in writing to the Business Office who will then submit the request to the School Board for consideration. If a student withdraws *after* August 1<sup>st</sup> and they are on a monthly or semester payment plan, their account will be drafted or billed as usual unless the family wishes to pay in full at the time of withdrawal. Upon withdrawal you will owe for the current month plus 2 additional months.

### TUITION ASSISTANCE:

11. TCPS uses a confidential third party organization, Financial Aid for School Tuition (FAST) for this process. Families submit an online application and tax returns to FAST, who in turn reports the results to TCPS. Due to the length of this process, families must have their online application submitted to FAST no later than March 31<sup>st</sup>. Consult the TCPS Business Office for more details.

\_\_\_\_\_  
Parent/Guardian’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian’s Signature

\_\_\_\_\_  
Date<sub>1.22.13</sub>





# Tuition and Fee Schedule

## Tupelo Christian Preparatory School

### 2021-2022 TUITION PAYMENT OPTIONS

	<b>Annual</b> (one payment due June 10 <sup>th</sup> )	<b>Semester Payments</b> (two payments due June 10 <sup>th</sup> and Dec 10 <sup>th</sup> )	<b>12 Monthly Payments</b> (June 10 <sup>th</sup> through May 10 <sup>th</sup> )
<b>K4 (½ day)</b>	\$2712	\$1356	\$226
<b>K5 &amp; K4 (full day)</b>	\$5412	\$2706	\$451
<b>1<sup>st</sup> - 8<sup>th</sup> grades</b>	\$7500	\$3750	\$625
<b>9<sup>th</sup> - 12<sup>th</sup> grades</b>	\$7812	\$3906	\$651

Please refer to the document entitled *TUITION AND FEE PAYMENT POLICY* for important financial information.

### 2021-2022 FEE INFORMATION

#### For All Families

- Registration fee (per student, non-refundable)
  - \$300 per student until April 1<sup>st</sup>, \$400 per student April 2<sup>nd</sup> through May 1<sup>st</sup>, \$500 per student after May 1<sup>st</sup>.
  - Please note that the amount of the per student registration fee is determined by when the **complete** student application is received in the Admissions Office.
- Building Fee (*non-refundable*)
  - For only 1 student attending:** Annual amount (due June 10<sup>th</sup>) of \$1092
  - Semester Payments (two payments due June 10<sup>th</sup> and December 10<sup>th</sup>) of \$546 each payment
  - Twelve monthly payments (June 10<sup>th</sup> through May 10<sup>th</sup>) of \$91 each payment.
  - For 2 or more students attending:** Annual amount (due June 10<sup>th</sup>) of \$1596
  - Semester Payments (two payments due June 10<sup>th</sup> and December 10<sup>th</sup>) of \$798 each payment
  - Twelve Monthly Payments (June 10<sup>th</sup> through May 10<sup>th</sup>) of \$133 each payment.

#### For Specific Services

- ❖ After School Program (K4 – 12<sup>th</sup> grade students only): \$5.00 per hour, charged in 30 minute increments.
- ❖ Athletic Fees
  - Student –Athlete Fees for 1<sup>st</sup> – 6<sup>th</sup> Grade Students: Per sport fee of \$37 with a max limit of \$100 per student-athlete.
  - Student-Athlete Fees for 7<sup>th</sup> – 12<sup>th</sup> Grade Students: Per sport fee of \$100 with a max limit of \$150 per student-athlete
  - \$300 in program or sign advertisement sales.

#### 2021-2022 FAMILY BUDGET WORKSHEET

Registration Fees	\$ _____
Building Fee	\$ _____
Tuition Amount	\$ _____
After School Program	\$ _____
Student-Athlete Fee	\$ _____
Total Amount	\$ _____
Monthly Amount	\$ _____