



Children's Tuition Fund

SCHOOL REGISTRATION 2014-2015(K-12)

School Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Please complete all that apply:

Administrator: _____ Email: _____

Primary contact/title: _____ Email: _____

Does your school offer any financial aid? Yes No

If yes, please provide details.

Requirement #1 CTF participating schools must be an ACSI member school and current on membership dues and fees

o Current member of ACSI, dues for upcoming school year must be paid by September 30

Requirement #2 CTF participating schools must be engaged in a formal school improvement program. A qualified formal school improvement program includes: accreditation either in candidacy status or having completed an accreditation process through ACSI or regional accrediting body that is recognized by the National Council of Private School Accreditation (NCPA). Another option is the ACSI STAR program

www.acsi.org/Schools/STARProgram/tabid/616/Default.aspx.

o ACSI-accredited school

o ACSI candidate for accreditation

o Accredited by other accrediting body _____

o Currently participating in the ACSI STAR Program, date of last submission _____

o Will be enrolling in the ACSI STAR Program as approved by the school board _____

o Unable to comply with any of the above programs and request a contact to discuss another option

Requirement #3 Be compliant with the ACSI CTF Guidelines.

1. Funds will be released from the ACSI Children's Tuition Fund (ACSI CTF) for a child's tuition upon receipt of a completed School Commitment Form. Checks are mailed to the school and not to families.
2. Every new school year and every time a child transfers, the school must submit a current/updated School Commitment Form.
 - a. Only the following personnel are authorized to complete and sign School Commitment Forms:
 1. Principal, headmaster, director, or equivalent
 2. Assistant principal, dean, or equivalent
 3. Director of admissions
 4. Director of financial office, or equivalent
 - b. Note: Secretary signatures are not acceptable unless the secretary fulfills the duties of one or more of the positions named above.
 - c. A School Commitment Form is due prior to monies being released.**
3. When completing a School Commitment Form, please observe the following:
 - a. Report only tuition and book fees. Do not include application or registration fees, uniforms, transportation, extended care, activity fees, or any other non-tuition costs.
 - b. In the case of multiple children in a family receiving a group rate, list each child's portion of the group rate, not the average tuition per child.
 - c. You must report all financial aid or scholarships (i.e. ministry, multi-child, etc.) from your school or any sources other than ACSI CTF.
4. All scholarship amounts must be accounted for on the student's school account. School records are subject to review by the ACSI CTF program coordinator/administrator.
5. Adjustments necessary after checks have been distributed will usually be added to or subtracted from the next disbursement. On occasion, the school may be required to return funds to ACSI CTF.
6. Scholarship award money must be used solely for the payment of tuition for the child specified. Any other use of the money is strictly prohibited.
7. When a child stops attending your school (or the parent informs you of the intention to leave on a defined date), you must submit an Exit Confirmation Form immediately. The Exit Confirmation Form must be completed by one of the persons authorized to complete the School Commitment Form (see above). **The scholarship cannot be transferred or renewed for a different eligible ACSI CTF recipient until the ACSI CTF administrator receives the Exit Confirmation Form and the family's account is paid in full.**
8. If a student with an ACSI CTF scholarship transfers to your school after the school year has begun and that student is charged less than a full year's tuition, a new School Commitment Form must be submitted, reflecting the tuition to be charged for the remainder of the year, not the full year's tuition rate.

Requirement #4 Submit your school's tuition schedule.

Requirement #5 Submit your school's tuition assistance guidelines.

I (administrator or equivalent) verify that the above information is accurate and we will comply with all ACSI CTF guidelines.

Signature: _____ Date: _____