Children's Tuition Fund A Ministry of ACSI **School Registration**

School Name:		
Street Address:		
City:	State:	Zip:
Telephone: Em	ail:	
Please complete all that apply:		
Administrator:	Email:	
Primary contact/title:	Email:	
Does your school offer any financial aid?	YESNO_	(see Requirement #4)

<u>Requirement #1:</u> CTF participating schools must be engaged in a formal school improvement program required by the state of Virginia law. 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 Virginia Council of Private Education (VCPE).

Yes, our school is accredited (or candidacy status) with an agency recognized by VCPE.

If no, you must meet the standards below and submit supporting documentation.

- In compliance with the Commonwealth's and locality's health and safety laws and codes.
- Hold a valid occupancy permit.
- Comply with *Title VI of the Civil Rights Act of 1964*, as amended.
- Administer and maintain an assessment system that annually measures scholarship students' progress in reading and math using a national norm referenced achievement test including, but not limited to, the Stanford Achievement Test, California Achievement Test (TerraNova³), and Iowa Test of Basic Skills. Any other achievement tests used for this purpose must have been developed using a norm group that is representative of the United States.

<u>Requirement #2:</u> 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 notify the ACSI Regional office of the transfer and any unused funds previously distributed.
- 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 #3: Submit your school's tuition schedule.

Requirement #4: 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.

Administrator Name: _____ (Please Print)

Signature: