



Children's Tuition Fund

A Ministry of ACSI K-12 School Registration

School Name: _____ School Phone: _____

Street Address: _____ City: _____ State: VA Zip: _____

Administrator: _____ Email: _____

Primary contact/title: _____ Email: _____

Does your school offer any financial aid? YES (see Requirement #4) _____ NO _____

Schools must meet and agree with the following requirements:

Requirement #1: 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 with an agency recognized by VCPE. *(Please submit a copy of your accreditation certificate)*

_____ No, our school is not accredited with an agency recognized by VCPE.

If no, you must meet the standards below and submit supporting documentation *(Please initial next to each statement verifying compliance)*:

_____ In compliance with the Commonwealth's and locality's health and safety laws and codes.

_____ Hold a valid occupancy permit. *(Please submit a copy of your 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.

Achievement Test Used: _____

Requirement #2: Be compliant with the ACSI CTF Guidelines.

1. Family applications must be submitted to ACSI Children's Tuition Fund (ACSI CTF)
2. Funds will be released from ACSI CTF for a student's tuition twice a year (1st and 2nd semester) upon receipt of a completed School Commitment Form. Checks are mailed to the school and not to families.
 - 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 equivalentNote: Secretary signatures are not acceptable unless the secretary fulfills the duties of one or more of the positions named above.
3. When completing a School Commitment Form, please observe the following:
 - a. Only report tuition and book fees in *the total cost to educate the student*. 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. ACSI CTF will determine the scholarship amount based on the information provided by the school.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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 School Commitment Form must be submitted for the student 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 affirm by signing and initialing any and all parts of this document that I have authority to do so on behalf of the school, the school is in compliance with all standards and requirements to participate in the Virginia Education Improvement Scholarship Tax Credit Program, and the statements/affirmations herein and attached documentation are true and accurate to the best of my knowledge.

Administrator Name: _____

(Please Print)

Signature: _____

Date: _____