



OFFICE OF ADMISSIONS

2010 E. Lancaster Avenue
Fort Worth, TX 76103

APPLICATION FOR ENROLLMENT

Applicant (Legal name) _____			
	Last	First	Middle
Applying for Grade _____	Age _____	Date of Birth ____/____/____	Current Date _____
Current Grade Level _____		SS Number _____ - _____ - _____	
Applying for: _____ Full Tuition _____ 10 Month Payment Plan			

Name of Parents or Guardian _____		
Present Address _____	City _____	Zip _____
Home Phone _____	Cell Phone _____	
Emergency Contact Name _____	Emergency Contact Phone _____	

Applicant Lives With (check all that apply): <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Stepfather		
<input type="checkbox"/> Stepmother <input type="checkbox"/> Other _____		
Father's Name _____	Mother's Name _____	
Father's Occupation _____	Mother's Occupation _____	
Firm Name _____	Firm Name _____	
Business Address _____	Business Address _____	
Phone _____	Phone _____	
Cell Phone _____	Cell Phone _____	
email _____	email _____	

Family's Church _____	Pastor _____
Please check appropriate boxes: Applicant: <input type="checkbox"/> attends church regularly; <input type="checkbox"/> attends Sunday School;	
<input type="checkbox"/> Belongs to church's youth group; <input type="checkbox"/> Parents attend church regularly	

Please list any changes in your child's medical, emotional or physical condition _____

Do you give permission to use your child's picture in promotional literature or website: <input type="checkbox"/> Yes; <input type="checkbox"/> No
Please indicate any information which you <u>Do not</u> want listed in the yearly ITOPCA Student Directory (check items): _____ Name _____ Address _____ Phone Number

STATEMENT OF COOPERATION AND CODE OF CONDUCT

Parents should understand this is an application for admission or readmission to ITOP Christian Academy and submission does not guarantee acceptance or space for your child. The Admissions Board will review and act on all applications and their decision is final. Parents will be notified within 21 days if a child is not accepted. As a parent I understand and agree that continued enrollment and reenrollment of my child(ren) in ITOP Christian Academy is dependent on my parental support of the school, its staff, and its policies.

(I understand latest updated information on items below can always be found on the ITOPCA website: www.itopca.com)

The following Statement of Cooperation and Code of Conduct are signed by the student's parents indicating they agree and understand the responsibilities of the Statement of Cooperation and the Code of Conduct.

1. *(Because ITOPCA attempts to maintain tuition and fees at the lowest level possible, it is hereby understood parents will pay tuition for the account as stated on the Financial Information Sheets.)*

We understand payments are due the first day of each month. After the tenth calendar day of the month there will be a \$25 late charge on any unpaid balance. ITOPCA cannot accept post-dated checks. Should payment not be received by the 10th of the month, the school will notify parents of the outstanding payment and late fee by mail, email or phone call. If payment is not received by the 15th day of the same month, the student may not be permitted to attend classes until the account is made current. Parents anticipating financial difficulties should immediately contact the Headmaster for consultation. Accounts must be current before enrollment is accepted for the coming year. No records or transcripts will be released until a student's account is paid in full. ITOPCA accepts cash, checks, money orders, MasterCard and Visa for tuition payments. (ITOPCA's budget is based on students remaining the entire school year – salaries, books, maintenance, etc. are based on this. The various policies for possible refunds are explained on the Financial Information Sheet. Various policies stated there apply for those students who enroll, but never actually attend; withdraw; are expelled; unenrolled, or who for any other reason fail to continue in attendance at ITOPCA for the entire school year.)

2. Since fees do not cover the actual cost of educating our child, we recognize that our participation is needed in prayer, service and gifts in order to properly share in our child's training.

3. In full cooperation with the school, we will attempt to attend Parent-Teacher meetings or conferences as scheduled or requested. We sincerely pledge our loyalty to the aims and ideals of the administration.

4. The teacher and administration are hereby given full discretion in the discipline of our child. This includes the issuing of detentions, suspension, unenrolling and expelling from the school program. Parents may also be requested to come to school to discipline students. Detention halls may be used before or after school for various offenses, and transportation will be fully the parent's responsibility. Incomplete homework may result in detention for students and actions up to suspension until the homework is completed.

5. The School administration reserves the right to dismiss, expel, suspend or unenroll any student at any time for any reason it may deem necessary. If a student is dismissed for any reason, the tuition will be prorated for the period of time the child is in school as stated in the Financial Information sheet. All new students are admitted on 9 weeks probation and during this time may be dismissed at the school's discretion for any reason stated or unstated. *(Students who do not adapt to the ITOPCA curriculum and fail to pass a subject during the first semester will be referred to the Academic Board to determine if continued enrollment is advised)*

6. This State of Cooperation may not be voided except by the ITOPCA Admission's Board.

7. In making application for my child and signing this statement, it is my desire to have him/her attend the school year 20__-20__. It is also my understanding that the policy for the school is to make no refunds on registration fees. I also give permission for my child to take part in all school-sponsored trips away from the school premises, and absolve the school from liability to me or my child because of any injury to my child at school or while on a school sponsored trip or during any activity as long as my child is enrolled at ITOPCA. In case of accident or serious illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to call my physician, and to follow his/her instructions. If it is impossible to contact my physician, the school may make whatever arrangements seem necessary. I hereby authorize such medical treatment as may be necessary under such circumstances.

CODE OF CONDUCT AND DRESS

The Code of Conduct and Dress is stated in the Parent/Student Handbook and on a separate Dress Guidelines sheet. The most up-to-date guidelines are posted on the school website.

As stated there, students showing incompatibility or lack of harmony with the school's philosophy of life, philosophy of education, State of Cooperation, or Code of Conduct may be suspended, unenrolled, or expelled at the school's discretion and may not be permitted to re-enroll in the school.

I have read the Parent/Student Handbook, the Dress Guidelines and this application carefully and agree to cooperate with the policies stated in all these documents. I will encourage my student to abide by the school's standards. I agree to the conditions listed on this application.

Father's Signature

Mother's Signature

Date

Date