Enrollment or Re-enrollment Procedures
2025 - 2026

To clarify the steps for application and admission to Green Bay Trinity Lutheran School, they are listed below. Should you have any questions, please contact the school at 920-655-4673.

Step 1: Application

New Families need to complete the following steps to complete enrollment and registration:
1. Schedule a tour of the campus.
2. Complete a tour of the campus.
3. Complete the registration form and pay the non-refundable registration fee. The registration fee is $175 per student.
4. Complete an entrance exam with Mr. Sawyer
5. Receive placement at Trinity.

Transfer Students from Faith Christan Preschool need to complete the following steps to complete enrollment and registration:
1. Complete the registration form and pay the non-refundable transfer fee. The transfer fee is $125 per student.

Returning Families need to complete the following steps to complete re-enrollment:
1. Complete the re-enrollment form and pay the non-refundable enrollment deposit. The enrollment deposit for returning students is $100. This deposit is credited toward your total tuition.

Families that qualify and are accepted in the Wisconsin Parental Choice Program do not pay registration fees, transfer fees, or enrollment deposits. Those financial obligations are covered by the voucher program.

Step 2: Financial Aid (Optional Two Methods)

1. **Parents apply for the Wisconsin Parental Choice Program.**

    Parent applies for the WPCP through an on-line application at dpi.wi.gov/choice. WPCP Applications must be submitted by February 1 through April 20, 2023. All families that plan to submit for financial aid through Trinity must review the income guidelines for the Wisconsin Parental Choice Program before applying for aid at Trinity.

    ## (**or**)

2. **Parents submit for financial aid through FACTS.**

    The Board of Directors of Northeastern Wisconsin Lutheran School Association

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TRINITY EAGLES

has established a Financial Aid Program to assist families whose financial resources limit their ability to afford full tuition. Any student (family) applying for admission to our schools may request financial assistance.

Families are expected to provide the remaining tuition, since the Financial Aid program does not provide full scholarships. For the 2025/26 school year, grants/financial aid for the school will only be determined through a company called FACTS. You can apply online at https://online.factsmgt.com/signin/4M356.

The priority deadline for Financial Aid is April 17, 2025 with families being notified by email of aid approval and resulting tuition obligation two weeks later. There is a fee to apply for financial aid through FACTS which must accompany the application. Families who receive financial assistance through NEWLSA are requested to volunteer at "revenue events", (Packer Games, Resch events, etc.) through participating churches with the proceeds going towards the school tuition assistance fund. These hours can then be counted against the 15 volunteer hours that are required at Trinity. If the family elects to apply the funds directly toward their tuition account, these hours do NOT count towards volunteer hours.

Step 3: Review

1. **New Families only:** Submit Immunization and Birth Certificate records. Upon receipt of enrollment forms, Green Bay Trinity will request records or cumulative files from the student's current school. The principal will: Review all paperwork, contact previous school, and interview prospective families and students.

2. **Returning Families:** We are excited that you are continuing at Trinity.

Step 4: Tuition Agreement Forms

Once the Enrollment Application has been accepted, the school will send a Tuition Agreement Form (TAF). The TAF needs to be reviewed, completed, and returned to the office prior to the first day of school along with payments if applicable. Our business manager cannot complete the tuition payment portion of FACTS until a TAF has been returned.