



## 2023-2024 Enrollment Procedures

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 submit the following completed forms to the school office:**

1. Please complete the enrollment application
2. Pay the non-refundable registration fee. The early registration fee is \$135 by April 21st, 2023.
3. Complete an entrance exam with Mr. Sawyer

**Returning Families need to submit the following to the school:**

1. Review and submit edits to the emergency form.
2. Pay the non-refundable registration fee. The early registration fee is \$135 by April 21st, 2023.

*After this date, the registration fee increases to \$235.*

### **Step Two: Financial Aid (Optional)**

1. **Parent submits application for the Wisconsin Parental Choice Program. Parent applies for the WPCP through an on-line application at [dpi.wi.gov/choice](http://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.**

2. **Parent submits for financial aid through FACTS.**

The Board of Directors of Northeastern Wisconsin Lutheran School Association 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 2023/24 school year, grants/financial aid for the school will **only be determined through a company called FACTS**. You can apply online at [www.factsmgt.com](http://www.factsmgt.com). The priority deadline for Financial Aid is April 6, 2023 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 10 volunteer hours that are required at NEWLHS. If the family elects to apply the funds directly toward their tuition account, these hours do NOT count towards volunteer hours.

### **Step Three: 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 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 Four: Tuition Agreement Forms**

Once the Enrollment Application has been accepted, the school will send a Tuition Agreement Form (TAF) and a Simply Giving Form. These need to be reviewed, completed and returned to the office prior to the first day of school along with payments if applicable.

