

TOCS Application



Username:

Password:

ACCESS CODE

use the same access code on each application

1. Open our Application site (tocsweb.com/app)
2. Create an account (on the top)
 - Use the form to make a username and password
 - Verify your email address from your phone
 - If the verification email takes more than 3 minutes, please let us know
3. On the iPad, click “Application” at the top and log in
4. Click the button, “Create a New Student Application”
5. Fill in the information for your child
6. Select the grade
7. Press “submit”
8. The page will refresh. Click “Start Application” beside the child’s name
9. Complete the application form
10. When requested, enter the ACCESS CODE above
11. Submit and pay the application fee
12. **Go back to step 4** to apply an additional preschooler, kindergartner or new student

New Student Check lists

K-12	Preschool
<ul style="list-style-type: none"> <input type="checkbox"/> Complete Interviews and Assessments <input type="checkbox"/> Receive acceptance email <input type="checkbox"/> Complete Enrollment & pick Tuition Plan <ul style="list-style-type: none"> - Tuition amount calculated later - Must be completed by April <input type="checkbox"/> Submit a <u>copy</u> of immunization records, birth certificate & social security card <input type="checkbox"/> Pay Book Fee (\$400) online (May 31) <input type="checkbox"/> First tuition payment (July 1) 	<ul style="list-style-type: none"> <input type="checkbox"/> Receive acceptance email <input type="checkbox"/> Complete Enrollment, pick Tuition Plan & pay \$175 enrollment fee. <ul style="list-style-type: none"> - Tuition amount calculated later - Must be completed by April <input type="checkbox"/> Submit a <u>copy</u> of immunization records <input type="checkbox"/> First tuition payment (July 1)

Book Fees & Tuition

Use tocsweb.com/fp to pay bills and fees.

May 31: Book Fees +\$25 if paid late

Book Fees are billed and paid online. Fees can be paid in partial payments. **Watch for an email.** You will be electronically billed if you are accepted.

July 1: Tuition payment(s)

See tocsweb.com/tuition - monthly payments are divided over 10 months. Paid in full saves 3% on tuition.

For any financial question, call FACTS at **866-441-4637**

- If you would like to pay early
- Add another person to the pay tuition
- Change payment methods
- Delay a payment a few days (call for details)

Acceptance & Interviews

We will contact you to schedule interviews and assessments if necessary. Kindergartners are tested and screened prior to acceptance.

If you are accepted, you'll receive an email with steps to complete an enrollment form online. On that form will pick your tuition plan and be billed book fees (Kindergarten and up) and pay an enrollment fee (preschool only).