New Families

TOCS Application

District Code:
TO-TN

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
☐ Complete Interviews and Assessments ☐ **Receive acceptance email** ☐ Complete Enrollment & pick Tuition Plan - Tuition amount calculated later - Must be completed by April ☐ Submit a copy of immunization records, birth certificate & social security card ☐ Pay Book Fee online (May 31) ☐ First tuition payment (July 1)	☐ **Receive acceptance email** ☐ Complete Enrollment, pick Tuition Plan & pay enrollment fee. - Tuition amount calculated later - Must be completed by April ☐ Submit a copy of immunization records ☐ First tuition payment (July 1)

TOCS is a ministry of Towering Oaks Baptist Church

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 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

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).