

# ACT Christian Academy

## **ADMISSION PROCEDURES CHECKLIST**

### Before you apply:

- Please take time to read The Christian Academy's Mission, Vision, Philosophy, Statement of Faith, Core Values, Statement of Cooperation, Code of Conduct, School Activities Statement of Cooperation, Statement of Agreements, and Tuition Responsibility/Early Withdrawal Agreement to understand the position of the school in the application and design of our Christian education.

### To apply:

- Complete the Application for Admission and submit with the following:
  1. Nonrefundable application fee (\$75 per family)  
(Refundable only if there is not a class provided for the grade level requested)
  2. Student Application
  3. Signed Statement of Agreements
  4. Request for student records
  5. Signed Tuition Responsibility/Early Withdrawal Agreement.
- Attend family interview (student & household members). When all required documentation is submitted, a family interview will be scheduled.
- Await official written notification of acceptance or denial of admission.

### Upon Acceptance:

- Submit the Registration fee (\$150/student March-April, then \$175/student after April 30<sup>th</sup>) after receiving your acceptance letter to secure your space for the school year.
- Submit the Instructional fee (\$325 per student) by the due date indicated in the acceptance letter.
- Submit the Specials fee (\$100 per student) by the due date indicated in the acceptance letter.
- Submit copy of birth certificate, current Kentucky immunizations, and Social Security card for each child.
- Submit first tuition payment by August 5, 2016.

Please note: We do require all incoming Kindergarten and 6<sup>th</sup> grade students to submit an official signed copy of the following by January 1, 2017:

1. Preventative Health Care Examination (physical)
2. Dental Exam
3. Eye Exam