



Danville Christian Academy

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www.dca.ky.org

Application Procedure

1. A COMPLETED APPLICATION consists of the following:

- Application for Admission
- Copies of previous school(s) records including all educational and diagnostic testing, standardized tests from the last two years, current report cards from the last two years or a transcript for grades 8–12 (not applicable for Preschool and Kindergarten applicants)
- Pastoral Recommendation form: To be submitted by the parents/guardians to the appropriate minister returned directly to the Admission Office. Any pastor, minister, or deacon may complete the pastoral recommendation.
- Enrollment Contract containing the Statement of Faith Form
- Copy of the birth certificate.
- Health records: Immunization records must be submitted with the application. No student is allowed to enter school without a current and complete immunization certificate.
- \$150 Application fee per student (due with application)
- Teacher reference forms (grades 4–12)
- Student Questionnaire (grades 7–12)
- Photo of student
- If divorced, the most recent copy of all court documents signed by a judge and notarized regarding custody and educational decisions.
- Copy of child's social security card
- Copy of child's insurance card
- Instructional Fee per student – \$250.00 (Preschool) \$300 (K5–11th) \$400 (12th)

2. TESTING

The Admission Office will schedule testing after the receipt of the above stated items.

(Testing does not apply to Pre-School application)

3. INTERVIEW

- An interview appointment is made with the parents, applicants for grades 5–12, and the Headmaster once testing is scheduled. This is an opportunity to interview for philosophical compatibility, answer your questions and assess whether our program meets your needs.

4. PAYMENT OF TUITION AND FEES

Parents have the choice of one-pay, two-pay, ten-pay, or twelve-pay payment plans. All 10 and 12 month payments will be made through automatic bank draft. One pay and two pay will be made either by automatic bank draft, personal check, money order, or cash.