



# Application

Student

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

## Application & Enrollment Checklist:

- Signed Application submitted by family (one per applying student)
- Registration Fee, 1<sup>st</sup> Month's Tuition

## Documents Below Required:

- Most Recent Grade Report or Transcript
- Immunization Records
- Court Orders, Decrees, Legal Guardianship Documents (if required)
- Birth Certificate
- Social Security Card or Proof of Citizenship
- Physical Exam Form (p. 9)
- Financial Agreement (p. 7)
- Release of Liability Form (p. 8)
- Submit 2 References, 1 Non-Family and 1 Educator (pp. 10-11)
- Interview with Principal and/or Teacher

**Please use the checklist and ensure all forms are completed properly.**

Student Name: \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_



General Information

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ SSN: \_\_\_\_--\_\_\_\_--\_\_\_\_

Applicant Information

First Name Middle Name Family Name Preferred Name or Nickname

Residential Address:

Street Apt./Lot

City State Zip

Male Female DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Age: \_\_\_\_ Age on Sept. 1st: \_\_\_\_

Family Information

Father's Full Name: \_\_\_\_\_ Deceased \* \_\_\_\_\_ Divorced

First MI Last

Work #: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

Mother's Full Name: \_\_\_\_\_ Deceased \* \_\_\_\_\_ Divorced

First MI Last

Work #: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

Stepparent's Full Name (If Applicable):

First MI Last

Is the stepparent the legal guardian of this student? Yes \_\_\_\_ No \_\_\_\_

Work #: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

\* Please include copy of current divorce decree outlining custody arrangements with this completed application

Student Name: \_\_\_\_\_

D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_



### General Information

Applicant lives with?  Father  Mother  Both  Other \_\_\_\_\_

Where should bills be sent?  Father  Mother  Both  Other \_\_\_\_\_

Are you applying for financial aid?  Yes  No If yes, please make sure to fill out the Financial Aid Application

First language, other than English \_\_\_\_\_ Language spoken in the home \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_

### Information about brothers and sisters:

1. Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
First MI Last

2. Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
First MI Last

3. Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
First MI Last

4. Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
First MI Last

5. Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
First MI Last

## Education

### Last School Attended

\_\_\_\_\_  
School Name School District Start Date

\_\_\_\_\_  
School Address City/State Zip Phone End Date

Has the applicant ever been suspended/expelled? Yes \_\_\_\_ No \_\_\_\_

If yes, please explain reason: \_\_\_\_\_

Has the applicant ever received help for reading or learning difficulty? Yes \_\_\_\_ No \_\_\_\_

If yes please explain frequency, type and/or diagnosis:

Has applicant ever been diagnosed with any Learning Disability? Yes \_\_\_\_ No \_\_\_\_

(Attach related testing data or reports) \_\_\_\_\_

Student Name: \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_



**Authorization for Release of Student**

I hereby authorize the Academy to release my child, named below, to the following individuals ONLY.

Person #1	Last, First, MI	Phone
Person #2	Last, First, MI	Phone
Person #3	Last, First, MI	Phone
Person #4	Last, First, MI	Phone

I understand it is my responsibility to notify the school "in writing" if the above information changes and KAJA is neither responsible nor liable for any inability to contact these listed authorized adults.

In Case of an emergency and the parents can not be reached, please contact the following:

1.	Name	Phone number	Relationship
2.	Name	Phone number	Relationship
3.	Name	Phone number	Relationship

**Permission to Photograph**

I grant permission to photograph/videotape my child for the following reasons:

Use photographs on bulletin board, yearbook or other similar uses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Use photographs for promotional materials	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Use photographs on the KAJA website	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Give video to current parents of enrolled students	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Photographs and video will never be sold, distributed, or placed on the Internet without written permission.**

Parent/Guardian Signature	Print Name	Relation	Date
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Student Name: \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_



Medical Admission Information

Please answer, provide and/or complete. This information will be on file in the school office and be available for teachers and support personnel. Changes should be reported to the office as soon as possible.

Please mark X on the problems associated with your child. A doctor's note may be required.

Health History

- Hearing Loss
Hearing Aide/s
Physical Handicap
Speech/Language
Visual Impairment
Color Blindness
Contacts
Glasses
Other

Medical Information

- Behavioral Problem/s
Bladder/Kidney Problem/s
Counseling (mental/emotional)
Depression
Menstrual Cramps
Severe Head Injury
Scoliosis
Skin Problem/s
Other

Medical Conditions

- ADD/ADHD
Asthma
Autism/Asperger's
Diabetes
Epilepsy/Seizures
Heart Problems, Specify
Scoliosis
Sickle Cell Anemia/Trait
Other

ALLERGIES

Insects (??) Food (??) Medication (??) Seasonal
Has there ever been an Anaphylactic Reaction? Yes No. Does your child require an EpiPen? Yes No

ASTHMA

Does your child have an INHALER? Yes No Do you want the child to self-administer? Yes No
If yes for the EpiPen or/and the INHALER, the parent/guardian must provide the school with the EpiPen and/or the INHALER, the physician's signed permit, and the parent's/guardian's authorization to administer the medication/s.

Specific Comments related to any of the above information:

Physical Restrictions (List specific health problems or special needs that would affect participation):

Prescription MEDICATIONS — during school hours (must come in original container and with signed parent consent)

Table with 3 columns: Medication Name, Dosage and Frequency, Reason

Over the Counter (OTC) MEDICATIONS (must come in original container and with signed parent consent)

- I authorize KAJA designee to administer the following OTC medications such as:
Ointments/sprays for mild scrapes
Creams/sprays for itches/rashes
Acetaminophen/Ibuprofen for mild head and/or body aches
Antacids for upset stomach

Non-Invasive Health Screening:

All children are required by the State of Texas to be screened for possible vision and hearing problems, acanthosis nigricans (risk factor for diabetes), and for possible spinal problems (for 5th graders or higher). To qualify for an exemption you must provide an affidavit, from the state, prior to the screening.

Have you turned in a Physical Examination for your child? Yes No DATE

PARENT/GUARDIAN Printed Name: Signature: Date

Student Name: \_\_\_\_\_

D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_



**Terms and Conditions**

One completed application is required per student.

**Parent-Guardian**

Any persons other than the legal parent-guardian must provide substantial proof of their legal authority to request enrollment of a student or provide written request for student information to be released to them. Such requests must be verified, signed and submitted by the legal parent-guardian in order to be acknowledged by KAJA. In some cases, court orders or decrees will be required to be filed in our records, depending on the nature of the request or circumstances. All such documents to be notarized and presented at requester’s expense. The responsibility for understanding any and all the philosophies, policies, and procedures rests with the parents or legal guardians. Submission of this application acknowledges your desire to enroll your child for the entire school year. Submission of this application further acknowledges your understanding that if your student is admitted, all required fees and tuition must be paid by due dates indicated in the current year admission, enrollment, and reenrollment application in order for the school to slot your student. You also acknowledge that disregarding school policy, regardless of reasons or circumstances, warrant administrative withdrawal of your student(s) and probable forfeiture of all right of refunds that may have been authorized by policy.

**Notice of Non-Discriminatory Policy to Students** Killeen Adventist Junior Academy admits any student of any race, color, national or ethnic origin, or handicapped status to all rights, privileges, programs, and activities normally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, or handicapped status in administration of its educational policies, admission policies, scholarship programs, athletic or other school administered programs.

I/We, the parent(s) or legal guardians(s) of

\_\_\_\_\_

Student Name

Have completely read and fully understand the Terms and Conditions of the Tuition and Fees Agreement, the sections of the Parent Handbook and Application & Enrollment packet. As indicated by my/our signatures below, I/we agree to honor and comply with the policies and plans set forth therein. I/We will not attempt to undermine the principles of the school’s philosophies or Policy by any means while my/our children are enrolled. I/We further understand that from time to time, KAJA may amend, or be required to amend; its policies and procedures, and that I/We will be notified of such. I have read, been informed, and understand the schedule of fees and tuition pertaining to enrollment of my child and accept the terms and conditions of the financial obligations required for my child’s/children’s enrollment. I hereby certify and affirm that the foregoing information entered is true and correct to the best of my knowledge.

**Parent-Legal Guardians:**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_



**Tuition Policy**

*We believe that tuition payments are an investment in your child’s education and religious formation. Therefore, Killeen Adventist Junior Academy School Board and Financial Committee has the responsibility for adopting certain policies concerning the amount of tuition, the manner of payment, and in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the School Board to ensure that adequate financial resources are available for the school and that enrollment is as available and affordable as much as possible to all families.*

**Initial**

\_\_\_\_\_ I understand that all families must use the online FACTS system. (You will find the link on our website [www.mykaja.org](http://www.mykaja.org))

\_\_\_\_\_ I understand that a 10% discount per child will be granted for those families enrolling three or more students. The first and second child pays full tuition.

\_\_\_\_\_ Deadlines and fees for payments through the online FACTS system:

August 1<sup>st</sup> for full-year payment and a \$10 fee

August 1<sup>st</sup> and January 1<sup>st</sup> for half-year payments and a \$10 fee

1<sup>st</sup> of every month (for 10 months) for monthly payments and a \$45 fee

\_\_\_\_\_ The monthly tuition for each child is \$500 (Pre-K/K), \$450(Grades 1-8) or \$575 (Grades 9&10) due on the first of each month. (Families who are members of Killeen SDA Church are eligible for a subsidized rate of \$450 (Pre-K/K), \$400 (Grades 1-8) or \$525 (Grades 9&10)).

\_\_\_\_\_ The registration fee is \$400 and must be paid prior to the student starting school through the online FACTS system.

\_\_\_\_\_ All monthly tuition payments are to be paid through the online FACTS system unless an entire year is paid up front. I understand and agree that FACTS/school will collect a \$25 late fee on all late tuition payments made after the 15<sup>th</sup> of the month. I understand that if the tuition payments are sixty days late, my child will be suspended.

\_\_\_\_\_ I understand that there will be a 3.5% convenience fee if I use my credit card.

\_\_\_\_\_ I understand that I will have to apply online at <https://online.factsmgmt.com/aid> by June 1<sup>st</sup> for Tuition Assistance (small fee for using FACTS application process). Limited Tuition Assistance may be available for qualified students through the Student Financial Assistance program.

\_\_\_\_\_ I understand that if I withdraw my child for any reason, no refund of registration fees or previously paid tuition FOR THAT MONTH will be expected. Parents who have prepaid tuition FOR FUTURE MONTHS will receive a pro-rated refund of tuition. This applies to the academic months after the month in which the student is withdrawn.

“I have reviewed the financial policies of KAJA and agreed to adhere and comply with them. I understand I am fully responsible for my child’s tuition unless I have received written notification from the Student Financial Assistance Committee of acceptance of my financial aid application. In the event I am receiving financial aid, I agree to pay my portion regularly.”

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Second Parent or Guardian Signature (If applicable)

\_\_\_\_\_  
Date

Student Name: \_\_\_\_\_

D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_



### Student Release of Liability Form For Participation in Academy

I, the undersigned parent or legal guardian, in consideration for my child’s participation in “Killeen Adventist Junior Academy” (hereinafter referred to as the “KAJA”) sponsored activities pertaining to his or her enrollment in KAJA, hereby consent for my child.

Student’s Full Name Printed Here \_\_\_\_\_

Who is currently \_\_\_\_\_ years of age, to participate in the activities connected with all KAJA sponsored events, including but not limited to the following: Athletics (age related and elective), field trips, recess, playground access and utilization, physical education, age-related science and chemistry experiments performed as part of school’s education program, computer and computer lab utilization, fundraising events, art, music, individual and class photograph taken of my student, inclusion of my student’s photograph in KAJA sponsored or authorized publications, transportation to and from KAJA sponsored events, awards and recognition ceremonies, chapel services, baptism by immersion, Bible classes, fire drill procedure, severe weather drill procedure, and classroom management programs.

I certify that my child is able to participate in any and all KAJA sponsored events with exceptions being documented below. List all activities in which child may NOT participate:

\_\_\_\_\_  
\_\_\_\_\_

In the event my student has any medical condition which may be relevant to a physician in the event of an emergency, I have completed and submitted this information to the KAJA administration. I have also provided the same with routine and emergency telephone numbers where I may be contacted. I understand it is my responsibility to update these numbers in the event they change. If I cannot be reached via these telephone numbers within a reasonable period of time, I hereby authorize KAJA and Killeen Seventh-day Adventist Church (sponsoring church, hereinafter referred to as the “Church”) or adult sponsors of the activity to make emergency decisions for my child. I consent and give KAJA permission to select a medical treatment facility, physician, and all necessary emergency medical care required in case of an accident or emergency. I agree to indemnify and hold harmless any person affiliated with KAJA or church that makes decisions concerning the health and welfare of my student in an emergency situation. I will be responsible for all payments of all treatments, hospitalization, anesthesia or surgery in respect to the emergency care on my student’s behalf. An emergency is defined as a condition or situation wherein my child’s safety, health, welfare and/or life face perceived eminent danger or threat. I understand and agree that if I choose that I may select to deny my student’s participation in any particular KAJA activity. I further understand that my denial of my student’s participation in certain activities directly corresponds to KAJA’s academic program may adversely affect my child’s grade reports. I also understand and agree to personally provide alternate care for my student when I select to deny their participation in group or classroom activities, acknowledging that in such circumstances, that KAJA has no responsibility to provide individual supervision nor any refund of tuition concerning my student as a result of a personal participation declination.

I UNDERSTAND AND HEREBY AGREE TO ASSUME ALL OF THE RISKS WHICH MAY BE ENCOUNTERED ON SAID ACADEMY SPONSORED ACTIVITIES, INCLUDING ACTIVITIES PRELIMINARY AND SUBSEQUENT THERETO. I do, for myself and my child, heirs and assigns, hereby irrevocably and unconditionally release, acquit and forever discharge KAJA, the Church, and its agents, employees, and volunteers from any and all liability, actions, causes of actions, claims, expenses, obligations and damages of any nature whatsoever, which I now have or which may arise in the future, in connection with my child’s participation in KAJA sponsored activities or any other associated activities including but not limited to, any injury to my child or property, even injury resulting in death.

I expressly agree that this release, waiver, and indemnity agreement is intended to be broad and inclusive as permitted by the law of the State of Texas and that if any portion hereof is held to be invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This release contains the entire agreement between the parties hereto.

I further state that I HAVE CAREFULLY READ AND UNDERSTAND THE FOREGOING RELEASE AND KNOW THE CONTENTS HEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. I understand that this is a legally binding agreement. I understand that by not signing and submitting this Release to the Academy will prevent my child from being enrolled and attending KAJA.

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date



Student Name: \_\_\_\_\_

D.O.B. \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**One Release per Student Required**  
**Student Physical Evaluation**

Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

**Physical Evaluation Form**  
**(Completed by the examining licensed provider MD, DO, NP or PA)**

**EXAMINING PHYSICIAN/PROVIDER CONTACT INFORMATION**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**FINDINGS OF PHYSICAL EVALUATION**

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Blood Pressure: \_\_\_\_/\_\_\_\_ Pulse: \_\_\_\_ bpm

Vision: R 20/\_\_\_\_ L 20/\_\_\_\_ Corrected: Y / N Contacts: Y / N Glasses: Y / N

PHYSICAL EXAM / AREA OF CONCERN	NORMAL?	ABNORMAL FINDINGS / COMMENTS
General Appearance	YES	
Head/Neck	YES	
Eyes/Sclera/Pupils	YES	
Ears/Gross Hearing	YES	
Nose/Mouth/Throat	YES	
Lymph Glands	YES	
Lungs	YES	
Heart	YES	
Abdomen	YES	
Skin	YES	
Attention Deficit/Hyperactivity	YES	
Behavior/Adjustment/Psychosocial	YES	
Speech/Language	YES	

Medications currently prescribed, with dose and frequency:

Medication Name	Dosage	Frequency

Remarks: (Please explain any abnormal findings.) \_\_\_\_\_

General Recommendations: \_\_\_\_\_

Date of examination: \_\_\_\_\_ Signature: \_\_\_\_\_



# Killeen Adventist Junior Academy

3412 Lake Road, Killeen, Texas 76543

Ph: 254.699.9466 Fax: 254-699-0519 Web: mykaja.org

## NON-EDUCATOR REFERENCE FORM

Parents, please complete the information below, sign the release, and give this reference form to the child's primary teacher from their current (or most recent) school.

My child is applying for admission to Killeen Adventist Junior Academy. Your evaluation is an important part of the admissions process. Please complete this form and return it to Killeen Adventist Junior Academy. You may scan and email it to [secretary@mykaja.org](mailto:secretary@mykaja.org) or mail it to the address above. **I understand that the information shared in this reference form is confidential and that Killeen Adventist Junior Academy will not share your ratings or comments with me.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ How long have you known this student? \_\_\_\_\_

Please rate the student from 1 (low) to 5 (high) in each of the categories listed. Check the appropriate box to indicate your rating.

<b>Character</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
Honesty						
Leadership						
Motivation						
Independence						

<b>Study Habits</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
Concentration						
Organization						
Completion of Task						
Effort						
Works independently						

<b>Social Skills</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
Has Caring Attitude						
Has Positive Relationships with Adults						
Takes Responsibility						
Shows Self Control						

Recommendation:

- Highly Recommend
- Recommend

- Recommend with reservations (may explain below if desired)
- Not Recommended

Please list any concerns \_\_\_\_\_

Signature

Date



# Killeen Adventist Junior Academy

3412 Lake Road, Killeen, Texas 76543

Ph: 254.699.9466 Fax: 254-699-0519 Web: mykaja.org

## EDUCATOR REFERENCE FORM

Parents, please complete the information below, sign the release, and give this reference form to the child's primary teacher from their current (or most recent) school.

Dear Teacher, My child is applying for admission to Killeen Adventist Junior Academy. Your evaluation is an important part of the admissions process. Please complete this form and return it to Killeen Adventist Junior Academy. You may scan and email it to [secretary@mykaja.org](mailto:secretary@mykaja.org) or mail it to the address above. **I understand that the information shared in this reference form is confidential and that Killeen Adventist Junior Academy will not share your ratings or comments with me.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Referring Teacher: \_\_\_\_\_ Subjects Taught: \_\_\_\_\_

Name of School: \_\_\_\_\_ City, State: \_\_\_\_\_

Please rate the student from 1 (low) to 5 (high) in each of the categories listed. Check the appropriate box to indicate your rating.

<b>Character</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
Honesty						
Leadership						
Motivation						
Independence						

<b>Study Habits</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
Concentration						
Organization						
Completion of Task						
Effort						
Works independently						

<b>Academic Development</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
Critical Thinking Skills						
Reading Comprehension						
Math: Computation						
Math: Problem Solving						

Recommendation:

Highly Recommend

Recommend

Recommend with reservations (may explain below if desired)

Not Recommended

Please list any concerns \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Name