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Kennewick, WA 99336  
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*This New Student Application contains the following documents:*

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**If you have any questions about these forms, please contact the CDA office – 509-392-7420.**

**Our Mission:**

“To partner with Christian parents and local churches in providing excellent, accessible, and classical education, centered on the person and work of Jesus Christ”



# CORAM DEO ACADEMY

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5400 W CANAL DR., KENNEWICK, WA 99336 • 509.392.7920  
WEBSITE • [www.coramdeo.academy](http://www.coramdeo.academy) • EMAIL – CDACADEMY.COM@GMAIL.COM

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## New Student Form for School Year \_\_\_\_\_

Father's first name: \_\_\_\_\_ Last name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone Provider: \_\_\_\_\_

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

Mother's first name: \_\_\_\_\_ Last name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone Provider: \_\_\_\_\_

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

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Emergency Contact Information

Emergency contact person needs to be an individual normally available when the above listed persons are not.

Name: \_\_\_\_\_ Relation to student: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

## Church Information

Name of church: \_\_\_\_\_

Are you presently a member? (Yes / No) May we contact your pastor as a reference? (Yes / No)

## Personal References

**Please list two references:**

1. Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

2. Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

# STUDENT ENROLLMENT REQUEST FORM

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Three student registration sections are reproduced here. Feel free to make additional copies as necessary.  
We require kindergarten applicants to be five years old before September 1.

1. Student name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Requested grade for application year: \_\_\_\_\_

Please specify any food or medication allergies, or medical conditions school administrators should be aware of (attach additional sheets if necessary): \_\_\_\_\_  
\_\_\_\_\_

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2. Student name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Requested grade for application year: \_\_\_\_\_

Please specify any food or medication allergies, or medical conditions school administrators should be aware of (attach additional sheets if necessary): \_\_\_\_\_  
\_\_\_\_\_

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3. Student name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Requested grade for application year: \_\_\_\_\_

Please specify any food or medication allergies, or medical conditions school administrators should be aware of (attach additional sheets if necessary): \_\_\_\_\_  
\_\_\_\_\_

**To make this application complete, please include the following:**

1. A copy of the most recent achievement test scores.
2. Grade report cards of the most recent quarter and one from the previous year.
3. Immunization records.
4. A registration fee of \$200 per student.
5. A copy of any divorce/custody decision as it pertains to the student (s).
6. Students entering grades 7-12 include a letter explaining why he/she wants to attend Coram Deo.
7. Please ask your pastor to answer the pastor's reference page at the end of this form. If you have recently moved to Tri-Cities, please ask your former pastor to complete it.

An interview will be arranged and a placement test will be given by a staff member before application is accepted.

# STUDENT(S) INFORMATION:

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School background of student (please include preschool):

Name of School	Address	Grade(s)	Reason for leaving

***Coram Deo is not staffed to handle students with severe learning disabilities or those who have behavioral problems. For your child's best interest, please be candid when you answer the following questions. (If you are applying for more than one child, please consider each one when answering.) Further elaboration on your answers may take place during an interview.***

Has your child ever failed or repeated a grade? \_\_\_\_\_ If yes, please explain:

Has your child ever skipped a grade? \_\_\_\_\_ If yes, please explain:

Has your child ever been suspended or expelled? \_\_\_\_\_ If yes, please state the year, school, and reason:

What are the strong points of your child's character?

What are areas of needed growth or improvement?

Has the student ever been referred for testing or placed in a special program?

Has your child ever been examined or treated by a professional for emotional or behavioral issues? Please attach any relevant documentation.

Has your child been tested and/or diagnosed with a learning disability? Please attach any relevant documentation you want to share.

Has your child ever been involved in legal problems or been arrested?

## PARENT INFORMATION:

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How did you hear about Coram Deo?

Are there any points of philosophy or school policies that are inconsistent with the goals for your family?

Why do you want your child to attend Coram Deo Academy?

How do you think the family should participate in the education of its children?

Please describe family dynamics if the situation is different than biological father and biological mother (separation, divorce, adoption, foster child, etc. Please provide legal documentation if applicable such as restraining orders, grandparents as parents, parental incarcerations, etc.)

Is there anything else you would like us to know?

### **PHOTO PERMISSION:**

I **do / do not (please circle one)** give my permission to use photos of my student(s) for Coram Deo Academy use in classrooms, halls, newsletters, and private social media.

I **do / do not (please circle one)** give my permission to use photos of my student(s) on the school website and public social media.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# TUITION & FEES POLICY:

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## Simplified Tuition

We have adopted a much simpler pricing structure in order to make classical education affordable to Christians dedicated to living out the gospel. The cost to attend CDA full time will be:

1. Low Tuition of \$5,640/student
2. A 10% Family Income Cap, after the 1st child, based on your Adjusted Gross Income

## Tuition Adjustment

Coram Deo Academy is a ministry that assures an excellent, affordable, gospel-centered, and classical education. Our ability to pay teachers a fair wage is dependent upon families, partners, and churches that are willing to make sacrifices. The primary means of funding is provided through tuition and gifts. We encourage that those applying for a tuition adjustment to be willing to make lifestyle choices and sacrifices. We also ask those receiving a tuition adjustment to volunteer/serve the school in whatever capacity they are able.

## Other Financial Obligations:

– **Registration (Non-Refundable):**

Registration (after February 29): \$200 per child  
**(Registration fees must be submitted at the time of interview).**

– **New Student Entrance Exam or Transcript Review (Non-Refundable):**

\$50 per student

In order for CDA to place new students in the correct grade, we require an entrance exam/transcript review administered by one of our staff.

**(Testing fees must be submitted at the time of testing/transcript review)**

– **Student Fee (Non-Refundable in most cases):**

\$720 per student K-12

The Student Fee will cover these items for the entire year:

- Curriculum
- Student Supplies
- Classroom Supplies
- PE fee
- Scheduled Field Trips

**Billing Cycle:**

- The billing cycle for will be July 1 to June 1. Your first tuition invoice for academic year will be issued July 1. The first tuition payment will be due July 1 and on the first of every month thereafter. You will receive statements through email each month to remind you of your payments.
- Your tuition will be calculated based on our Simplified Tuition schedule stated above. The final figure will then be divided by 12 and that will be your monthly tuition payment. (Adjustments will be made when enrollment occurs after July 1)
- If you have any questions about tuition, billing, or financial assistance, please email René Whitehurst (cda.rwhitehurst@gmail.com) or Chris Kuperstein (chris@kuperstein.org)

**Early withdrawal of student(s) and refunds:**

**Student Testing and Registration Fees:**

As stated above, these fees are non-refundable.

**Supply & Activity (S&A) Fee and Tuition Paid:**

If your student(s) is/are withdrawn before school commences, you will receive a refund for the S&A Fee and tuition.

If your student(s) is/are withdrawn after school commences, you will not receive a refund for the S&A Fee but will receive a pro-rated tuition refund. Any unpaid S&A Fee amount becomes due at the time of withdrawal.

Since we budget according to the number of students enrolled, upon payment of the registration fee, you are agreeing to pay all non-refundable fees for all of your students. Fees that have been spread over the course of the year will become due upon the withdrawal of a student or students if this occurs after school commences for the year.

**ACKNOWLEDGMENT OF EARLY WITHDRAWAL OF STUDENTS**

My signature below indicates I have read and agree to abide by the Coram Deo Academy policy on Early Withdrawal of Students. I understand my financial commitment and the dates payments are due, and I agree to faithfully meet my obligations to the school.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



## STATEMENT OF FAITH

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The statement of faith adopted by the Coram Deo Academy Education Association is limited to primary Christian doctrine, which is considered to be central to all Christian denominations, and which sets Protestant Christianity apart from other faiths. For our purposes, a Christian is one who has heard the word of truth, Gospel (Col. 1:5), as summarized in the statement below, and who has responded to that message in genuine repentance and faith. He confesses with his mouth and believes in his heart that Jesus is Lord, that He died for his sins, and that God raised Him from the dead (Rom.10:9,10).

The following statement of faith is taken directly from the Coram Deo Academy Education Association By-Laws:

1. We believe the Bible alone to be the word of God, the ultimate and infallible authority for faith and practice.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe that salvation is by grace through faith alone.
6. We believe that faith without works is dead.
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
8. We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
9. We believe in the spiritual unity of all believers in our Lord Jesus Christ.

As a charter member of the Association of Classical, Christian Schools (ACCS), Coram Deo Academy also subscribes to the ACCS statement of faith, which is found in that association's by-laws (essentially the first two chapters of the Westminster Confession of Faith).

<https://classicalchristian.org/statement-of-faith/>

*This is a statement of the primary doctrines Coram Deo Academy embraces and teaches. If it is the statement of your basic Christian convictions also, please indicate this by your signature. If at any point you disagree or have questions, please state your view or questions on the back of this application.*

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



# ADMISSIONS POLICY

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Coram Deo Academy strives to provide students with a quality learning environment, and we strive to ensure that our students meet standards of learning and conduct, above and beyond what other students are held to. Our worldview demands that we protect our children from the influences of evil that surround us culturally until such a time as we have trained them up to resist and fight this evil on their own. Therefore, we wish to maintain a safe and secure school to serve as the training grounds for our children, so that having received their training they may one day leave that security and be able to capably fight the good fight against the forces of darkness in this world, and be a blessing to society by their godly walk with the Lord.

**The first basic requirement** for admission to Coram Deo Academy is that the parents of students are members in good standing of a Bible-believing church. Exceptions to this requirement will only be handled on a case-by-case basis. We wish to spread the Gospel through education to all ends of the earth, and so we do allow for exceptions, but we do not wish to do this at the expense of your children's education, which is our first priority.

**The second basic requirement** is that parents have a good understanding of Classical Christian education and are fully committed to support the mission and vision of Coram Deo Academy.

Families that are new to Coram Deo Academy will be required to complete an interview with the Principal after submitting their enrollment form (the Principal will contact these families to schedule a time to meet). Returning families are not required to attend an interview, but may optionally request one if they so desire.

## **POLICY ON DISCRIMINATION**

Coram Deo Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions, policies, scholarship and loan programs, and athletic and other school-administered programs.

## **POLICY ON MARRIAGE, GENDER, AND SEXUALITY**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb. 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and the use of pornography) is sinful and offensive to God. (Matt. 15:18-20; Cor. 6:9-10.)

We believe that in order to preserve the function and integrity of the Coram Deo Education Association, and to provide a biblical model to the Coram Deo Education Association member and the community, it is imperative that all persons employed by the Coram Deo Education Association in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt. 5:167; Phil 2:14-16; 1 Thess. 5:22.)

**RESPONSIBILITY OF PARENTS**

Coram Deo Academy strives to operate as a servant to the family under the assumption that the education of young people is the responsibility of parents and the immediate family rather than the responsibility of the state. Therefore, we believe it is the responsibility of parents to consider the time commitment required for each class; registering for the class indicates that your child, with your support and supervision, is agreeing to do the work assigned. An accountability system will be in place whereby the parents are informed of their student's progress at regular intervals.

In the event of parents driving students to school, it is also the responsibility of the parent to ensure that the student arrives on time for class. See also "Tardiness Policy" below.

We at Coram Deo Academy hold our students to a higher standard of behavior and decorum than is generally expected in our current society. While we do train our students and give them opportunities to practice, there will be times when they fail and require correction. We do expect when your student needs correction we will have parents' full support and cooperation. We strive to be kind yet firm, and always seek to bring a child to repentance and restoration quickly and lovingly. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

By enrolling my student, I understand that I am a Member of the Coram Deo Academy Ministries Organization during the time of my student's enrollment.

**RESPONSIBILITY OF STUDENTS**

A student enrolled in classes at Coram Deo Academy is expected to be present and on time every day school is in session. Students are expected to fully complete all assignments given them and hand in all assignments on time. Consistent failure to do so may result in disciplinary action in addition to grade penalties.

Students are also expected to obey the rules and policies set forth in this document, by their teachers, and by the Coram Deo Academy Board. A Christian attitude of cheerfulness and respect should be maintained at all times in dealing with both staff members and other students.

**ACKNOWLEDGMENT OF ADMISSIONS POLICY SIGNATURE**

My signature below indicates I have read and agree to abide by the Coram Deo Academy policies. I understand my financial commitment and the dates payments are due, and I agree to faithfully meet my obligations to the school.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



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## Medical Release Form

Complete one medical release form for each student you wish to enroll.

I, \_\_\_\_\_, the parent or legal guardian of  
(parent/legal guardian name)

\_\_\_\_\_, (hereafter the Student) hereby release  
(Student name)

Coram Deo Academy, Quinault Baptist Church, and/or Grace United Reformed Church including their respective teachers, board members, and staff, from responsibility and liability for any injury or illness the Student may sustain while on church property or during school-sanctioned field trips. In the event that the Student is injured during school activities and requires medical attention, I consent to any reasonable medical treatment as deemed necessary by a licensed physician. In the event that treatment is called for, which a physician or hospital refuses to administer without my consent, I hereby authorize any adult staff or volunteer of Coram Deo Academy as my agent to consent to any x-ray examination; medical, dental, or surgical diagnosis; treatment; and hospital care advised and supervised by a physician, surgeon, or dentist, as appropriate, licensed to practice under the laws of the state where services are rendered, either in a doctor's office, clinic, or hospital.

I agree to hold harmless any adult staff or volunteer of Coram Deo Academy from any and all claims, suits, costs, and actions, of any kind whatsoever, arising from the exercise of the power granted by this authorization.

\_\_\_\_\_  
Parent/Legal guardian signature

\_\_\_\_\_  
Parent/Legal guardian printed name

Health Insurance Provider: \_\_\_\_\_

Policy/Group number: \_\_\_\_\_

Date \_\_\_\_\_

# SAFETY

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## Background Check

### **DISCLOSURE and AUTHORIZATION – BACKGROUND INVESTIGATION**

In connection with my application for employment or to serve as a volunteer with **Coram Deo Academy** (“Client”), I understand that a “consumer report” and/or “investigative consumer report”, as defined by the Fair Credit Reporting Act, will be requested by Client for employment or volunteer purposes, whichever is applicable, from Protect My Ministry, Inc., (“Protect My Ministry”), a consumer reporting agency as defined by the Fair Credit Reporting Act. These reports may include information as to my character, general reputation, personal characteristics or mode of living, whichever are applicable. They may involve interviews with sources such as my neighbors, friends or associates. The report may also contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, worker’s compensation (only after a conditional job offer) or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I am hired or serve as a volunteer, whichever is applicable, throughout the course of my employment or volunteer service, as permitted by law and unless revoked by me in writing. I understand that I have the right, upon written request made within a reasonable amount time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect My Ministry, Inc., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-800-319-5581. For information about Protect My Ministry’s privacy practices, see [www.protectmyministry.com](http://www.protectmyministry.com).

### **Acknowledgement and Authorization**

By signing below, I voluntarily and knowingly authorize Client or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of *A Summary of Your Rights under the Fair Credit Reporting Act* and certify that I have read this Disclosure and Authorization as well as the summary explaining my rights under the Fair Credit Reporting Act

#### **Residents of Washington State only:**

Under state law you have a right to request a copy of the Washington Fair Credit Reporting Act’s disclosure to consumers (RCW 19.182.070) and a copy of your report by contacting Protect My Ministry directly.

- I wish to receive a copy of any report on me that is requested.

Signature \_\_\_\_\_ Today’s Date \_\_\_\_\_

*(Continued on next page)*

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ M.I. \_\_\_\_\_

\_\_\_\_\_  
SSN

\_\_\_\_\_  
D/L or STATE ID

\_\_\_\_\_  
STATE ISSUED

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CELL PHONE # \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

For identification purposes only, please provide FULL DOB: \_\_\_\_\_

Please List Other Names Used \_\_\_\_\_

Protect My Ministry, Inc.

14499 Dale Mabry Hwy, Ste 201 South

Tampa, FL 33618

Phone: 800-319-5581 Fax: 800-319-5582

[www.protectmyministry.com](http://www.protectmyministry.com)

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### **Safety Training with MinistrySafe**

Coram Deo Academy cares about the safety of the children and families we serve. We have a safety committee that handles our safety policies. In our modern world, we must be aware of risks to our students, including sexual abuse. We have chosen to institute MinistrySafe to prepare our parents, staff, and volunteers to recognize and prevent sexual abuse at CDA. Learn more about MinistrySafe's program at [Ministrysafe.com](http://Ministrysafe.com)

MinistrySafe training is required of all parents, grandparents, or other adults who spend time with our students. This informative training is available in a classroom setting or can be viewed online. After a 80-minute training video, each adult takes an online quiz to earn a MinistrySafe certificate. This training plus background checks on every adult is one part of our plan to meet legal standards of care and reduce the risk of sexual abuse by creating preventative measures tailored to fit the needs of Coram Deo Academy.



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## Pastoral Reference

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Dear Pastor,

The \_\_\_\_\_ family has applied to enroll their child(ren) \_\_\_\_\_

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Please fill in the attached reference letter and return to Coram Deo Academy. It is our desire to minister to this family to the best of our knowledge and ability. Your reference will help us to understand the needs of this family and so enable us to fulfill our role to mold and form the intellect and character of this child (these children) into the image of our Lord and Savior, Jesus Christ.  
Thank you for your time, and may our Lord continue to bless your ministry.

Crystal Eberle  
Head of School

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Family name: \_\_\_\_\_ Date: \_\_\_\_\_

Child(ren): \_\_\_\_\_

1. How long have you known this family?
2. Are both mother and father professing Christians?
3. Are they faithful in worship?
4. How would you characterize the child's (children's) behavior?
5. Do you believe this family will be a blessing to Coram Deo?
6. Do you believe Coram Deo will be a blessing to this family?
7. Please write on the back any other comments you believe might assist us to serve this family.

Your name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_