

# International Re-Enrollment Student Application Kindergarten - 12<sup>th</sup> Grade 2020 – 2021

**INTERNATIONAL PROGRAM ADMISSIONS**  
**[mnelson@heritagechristianschool.com](mailto:mnelson@heritagechristianschool.com)**

**Preschool / Elementary Campus**

22081 Hidalgo  
Mission Viejo, CA 92691  
Phone: (949) 598-9166  
[info@heritagechristianschool.com](mailto:info@heritagechristianschool.com)  
[www.heritagechristianschool.com](http://www.heritagechristianschool.com)

**Junior High / High School Campus**

23302 El Toro Road  
Lake Forest, CA 92630  
Phone: (949) 446-8133  
[info@heritagechristianschool.com](mailto:info@heritagechristianschool.com)  
[www.heritagechristianschool.com](http://www.heritagechristianschool.com)

## SEVIS ELIGIBILITY FORM

**MANDATORY: Only Fully Completed Form will be Accepted for Submission**

Visa Type:   **F-1**   Passport Number: \_\_\_\_\_  
Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Middle Name: \_\_\_\_\_ Suffix: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_  
Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_  
Education Level:  Elementary (K-6)  Jr. High School (7-8)  High School (9-12)  
Current Grade: \_\_\_\_\_ Entering Grade in the U.S. \_\_\_\_\_  
Initial Date of Schooling: \_\_\_\_\_ Email: \_\_\_\_\_

**Foreign Address:** \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_  
Country of Residence: \_\_\_\_\_ Postal Code **MANDATORY:** \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_  
Email for Parent(s): \_\_\_\_\_

**U.S. Address:** \_\_\_\_\_

*Physical Living Location **MANDATORY**, not PO Box or Business Address*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Name of Parent / Relative living with: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_  
Email for Parent / Relative living with: \_\_\_\_\_

### REASON FOR ISSUANCE OF SEVIS I-20:

- Initial Attendance
- Initial Attendance – Change or Status Requested
- Continued Attendance (Transfer Only)

Current School: \_\_\_\_\_

## 2020-2021 Tuition and Fees Schedule

|                               | GRADES<br>K to 6 | GRADES<br>7 to 8 | GRADES<br>9 to 12 | Payment Due      |
|-------------------------------|------------------|------------------|-------------------|------------------|
| Application Fee               | \$300            | \$300            | \$300             | With application |
| International Registration    | \$1,400          | \$1,600          | \$1,600           | With application |
| International Student Tuition | \$12,400         | \$14,400         | \$18,400          | May 31, 2020* #  |
| Textbook and Supplies         | \$250            | \$450            | \$450             | May 31, 2020* #  |

\* For students who apply after May 31, 2020, tuition payment is due when the student receives their visa.

# All payments must be paid in full when due. Any non-payments will result in cancellation of the I-20 in SEVIS.

### Other Fees

| Payable as needed                                 |  |
|---|--|
| Documents Mailed Overseas with Signature Required | \$80 (FEDEX Only)                      |
| Hot Lunches – ordered monthly (optional)          | \$5 per day                            |
| School Uniforms (required)                        | ~ \$200                                |
| Athletic Fees                                     | ~ \$50 to \$150                        |
| Heritage Harbor                                   | Depends on need (see page 6 for Rates) |
| Class Field Trips                                 | Depends on Grade                       |

All fees and tuition are payable in cash, check or wire transfer. Checks are payable to *Heritage Christian School*.

### Wire Information

**BENEFICIARY NAME:** HERITAGE CHRISTIAN SCHOOL

**BENEFICIARY LOCATION:** 22081 HIDALGO, MISSION VIEJO, CA 92691

**BANK LOCATION:** CHASE BANK (SWIFT #CHASUS33)

**BANK ADDRESS:** 270 PARK AVE, NEW YORK, NY 10017 ROUTING NUMBER: 021000021

**ACCOUNT NUMBER:** 900012308

### PAYMENT AND REFUND POLICY

1. All payments are due in full. **There is no monthly payment plan for international students.**
2. All Application, Registration, and Tuition Fees are **NON-REFUNDABLE**. **There are no refunds under any circumstances.**

## 2020-2021 Finance Contract

**MANDATORY: Only Fully Completed Contract will be Accepted for Submission**

**Fill out only ONE Finance Agreement per Family with multiple students**

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

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

### Student Information

Student #1 Name: \_\_\_\_\_

Grade 2020-2021: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student #2 Name: \_\_\_\_\_

Grade 2020-2021: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student #3 Name: \_\_\_\_\_

Grade 2020-2021: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student #4 Name: \_\_\_\_\_

Grade 2020-2021: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### Financial Agreement

Heritage Christian School is a non-profit organization and the budget is projected solely on the basis of the tuition, fees and gifts of the parents. As such, I/we agree to the following Financial Terms and Conditions:

**I/We agree to pay the annual tuition of \$ \_\_\_\_\_**

*If Payment is not PAID in FULL prior to arrival, I-20 will be cancelled*

1. **Early Withdrawal:** I/We understand that enrollment in HCS is an annual commitment. In the case where withdrawal before the end of the academic school year is necessary, the following policies will apply:

- A. You must notify the school office in writing if you plan to withdraw your child(ren). Your child(ren) will be considered enrolled and you will be responsible for tuition until this notice has been turned in.
- B. A student may be expelled prior to the end of the term for failure to maintain passing grades of D or better.

\_\_\_\_\_ **Parent Initials**

2. **Heritage Harbor Rates (before and after school care):** If your student(s) will require before or after school care, please indicate your desired times by checking below. I/we agree to pay the following monthly charges beginning September 1, 2020 and each consecutive month thereafter while care is utilized during the 2020-2021 school year:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Before school           | 7-8:30 AM  | \$100 per month, per student              |
| <input type="checkbox"/> After school            | 3-6 PM ( <i>Minimum Day 12:30-6 PM</i> )             | \$200 per month, per student              |
| <input type="checkbox"/> Before and After school | 7-8:30 AM & 3-6 PM ( <i>Minimum Day 12:30-6 PM</i> ) | \$250 per month, per student              |
| <input type="checkbox"/> Occasional Use          |  | \$30 per any part of an hour, per student |

\_\_\_\_\_ **Parent Initials**

3. **Absences/School Closures:** I/We understand that tuition is due in full regardless of absences or school closures (please refer to School Calendar).

\_\_\_\_\_ **Parent Initials**

4. **Holiday Day Care:** I/We understand that HCS is closed for certain holidays throughout the school year (please refer to School Calendar) and that when Holiday Day Care is offered, there will be an additional charge of \$50 per day and pre-registration and pre-payment is required. No drop-ins will be allowed.

\_\_\_\_\_ **Parent Initials**

***To Be Valid: No 3<sup>rd</sup> Party Representation will be accepted on this Contract***

***We have read all the information in the Finance Agreement and are in full agreement with all terms and conditions.***

\_\_\_\_\_  
Father Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother Signature

\_\_\_\_\_  
Date

***If more than one parent is financially responsible for enrolled student(s), both must sign this agreement.***

## CREDIT CARD AUTHORIZATION

I, \_\_\_\_\_, authorize Heritage Christian School to debit the Visa, Mastercard, or American Express listed below for the following items:

|  | Amount   | Date  | Notes |
|--|----------|-------|-------|
| <input type="checkbox"/> Tuition             | \$ _____ | _____ | _____ |
| <input type="checkbox"/> Registration Fee    | \$ _____ | _____ | _____ |
| <input type="checkbox"/> Books/Materials Fee | \$ _____ | _____ | _____ |
| <input type="checkbox"/> Field Trip          | \$ _____ | _____ | _____ |
| <input type="checkbox"/> Donation            | \$ _____ | _____ | _____ |
| <input type="checkbox"/> Sports Fee          | \$ _____ | _____ | _____ |
| <input type="checkbox"/> Yearbook            | \$ _____ | _____ | _____ |
| <input type="checkbox"/> Childcare           | \$ _____ | _____ | _____ |

**Credit Card Information (NOTE: There is a 3% transaction fee for using a credit card):**

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
*Street*

\_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip*

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CCV (3 or 4-digit) code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**(MUST BE name on credit card)**

## 2020-2021 International Student Emergency Contact Form

**MANDATORY: Only Fully Completed Form will be Accepted for Submission.**

One form PER student must be completed in full. This form is given to Teachers, Athletic Director, Heritage Harbor, and School Office, as needed for school activities and events.

Date: \_\_\_\_\_ Grade Entering: \_\_\_\_\_

### Student Information

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Student Birthday: \_\_\_\_\_ Gender: M  F  Student U.S. Phone: \_\_\_\_\_

Student Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

U.S. Home Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### LIVES WITH:

Mother/Father  Mother/Stepfather  Father/Stepmother  Mother  Father  Other \_\_\_\_\_

### Emergency Contact OTHER than Parent/Guardian:

Name: \_\_\_\_\_ U.S. Home Phone: \_\_\_\_\_ U.S. Cell Phone: \_\_\_\_\_

### Parent Information

**Father's Name:** \_\_\_\_\_ U.S. Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

U.S. Home Phone: \_\_\_\_\_ U.S. Work Phone: \_\_\_\_\_

U.S. Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Employer's Name: \_\_\_\_\_ City: \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_ U.S. Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

U.S. Home Phone: \_\_\_\_\_ U.S. Work Phone: \_\_\_\_\_

U.S. Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Employer's Name: \_\_\_\_\_ City: \_\_\_\_\_

**Stepparent/Guardian Name:** \_\_\_\_\_ U.S. Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

U.S. Home Phone: \_\_\_\_\_ U.S. Work Phone: \_\_\_\_\_

U.S. Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Employer's Name: \_\_\_\_\_ City: \_\_\_\_\_

## Medical / Allergy Information

Does the student have any medical conditions? Explain: \_\_\_\_\_

If yes, is it life threatening? \_\_\_\_\_

Does the student have any food allergies? \_\_\_\_\_

If yes, list instructions for treatment: \_\_\_\_\_

Is the student allergic to bee stings? Yes  No

Personal Epi-Pen on site?: Yes  No

### Parental Release for the Administration of Medication by School Personnel

Administration of medication at school by non-medical personnel is a service/accommodation for parents. By signing this form, I agree to hold the school and its' employees free from any responsibility and liability including but not limited to negligence regarding the medication and the manner in which it was administered and to indemnify each of them against loss by reason of any civil judgment arising out of these arrangements which may be rendered against them. I also release HCS from all liability for drug reactions that my child may suffer from this medication.

I give permission for the staff of Heritage Christian School to administer the following over-the-counter medications as needed according to the recommended dosage chart for weight and age:

Tylenol

Motrin / Ibuprofen

Benadryl

**Student's Age:** \_\_\_\_\_ **Student's Weight:** \_\_\_\_\_ **Student's Height:** \_\_\_\_\_

## Carpool Information

I give permission for the following people to pick my student(s) up from school: \_\_\_\_\_

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

I/We declare that all the information given is true and correct:

\_\_\_\_\_  
Father Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother Signature

\_\_\_\_\_  
Date