

International Student Program

Policies

School Term Policy

Forest Hills Lutheran Christian School is interested in International Students who plan on staying in the country for a full school term, namely September through June. At the Principal's discretion, an International Student may enter the school system for a minimum of three months per school year. Priority will be given to International students who register for a complete school term and then those who register for longer periods of time than the minimum three months.

Number of Students per Class Policy

Forest Hills Lutheran Christian School strives for a high standard of education guided by Christian Faith. To achieve this, International Students are not to exceed a maximum of 2 students per class. The class limit for International Students may be increased at the Principal's discretion if space permits and after careful review supported by the School Board.

Parent/Guardianship Policy

It is the desire of the Forest Hills Lutheran Christian School Board that a parent, or close relative, lives in the United States with the student during his/her attendance at Forest Hills Lutheran Christian School. Students must have a legal guardian in the United States if they are not staying with their parents. Guardianship forms must be "Notarized" by a lawyer or public notary to make the forms legal. A copy of the guardianship forms must be kept in the student's file.

Registration Policy

International students not already in the Forest Hills Lutheran Christian School system should register for the following American school year by June 30th. At that time, the non-refundable registration and Form I/20 fees will be collected. The non-refundable registration and Form I/20 fees are collected each time a student registers for a school year (minimum of 3 months).

Tuition Policy

The tuition must be paid in full and will not be pro-rated. There are no discounts given in tuition for siblings or for any other reason. The tuition will be determined and reviewed annually by the Board.

Refund Policy

The **registration and Form I/20 fees are non-refundable.** The application for Student Authorization must be completed within 3 weeks of the date the Letter of Acceptance is issued. No refund in tuition will be given to a student who voluntarily withdraws from the school before the end of the student's school term, or if their residency status changes within the school year. Should the student decide after the payment of fees that he/she will not be attending Forest Hills Lutheran Christian School, in addition to a forfeit of all tuition and fees paid, a letter stating that the student will not be attending Forest Hills Lutheran Christian School will be required and in turn, invalidate the student's visa.

Agent Commission Fee Policy

Forest Hills Lutheran Christian School will pay the Agent a commission fee. This fee will be paid, upon receipt of an invoice from the Agent, within 45 days after all fees and tuition payments have been received. This fee will be paid once only per student, with a maximum payout to be set by the Board. The commission fee will be reviewed annually by the Board.

Medical Coverage Policy

Students must arrange for their own medical coverage (usually through their agent). Forest Hills Lutheran Christian School does not do this.

Letter of Acceptance Policy

The Letter of Acceptance must be an original and signed in blue or red ink (meaning a color different from the ink used in the letter).

Health and Wellness Policy

International Students who are accepted into Forest Hills Lutheran Christian School must have current Immunization records and a medical checkup from their doctor indicating a clean bill of health (written in English).

Dress Code Policy

It is the responsibility of each student and parent/guardian to abide by the dress code of Forest Hills Lutheran Christian School.

Fee Schedule and Registration Procedures

Fee Schedule (in American dollars)

Registration Fee: \$200.00 NON REFUNDABLE

Form I/20 Fee: \$500.00 NON REFUNDABLE

Tuition: \$700.00 per month – minimum three months -
(the tuition will not be pro-rated and there are no discounts given for any reason)

**Additional fees may be charged to student for extracurricular activities not covered in the above fee structure.*

Living Expenses – It is recommended each student should have approximately \$3000.00 American funds per year to cover miscellaneous expenses, such as personal clothing/toiletries, restaurant meals, personal entertainment, etc.

Refund Policy

The registration fee is non-refundable.

No refund in tuition will be given to a student who voluntarily withdraws from the school before the end of the student's school term, or whose residency status changes within the school year. Should the student decide after the payment of fees that he/she will not be attending Forest Hills Lutheran Christian School, in addition to a forfeit of all tuition and fees paid, we will require a letter stating that the student will not be attending Forest Hills Lutheran, which will in turn invalidate the student's visa.

Registration Procedures

- Students wishing to apply to Forest Hills Lutheran Christian School must fill out and submit an International Student Application to the school with the non-refundable registration and Form I/20 fees.
- Copies of report cards (transcripts) from the student's current or former school must be translated into English and submitted with the application.
- An interview with the principal will be arranged after a review of the application. Upon acceptance, tuition fees and any student's fees must be paid in full.
- It is the desire of the Forest Hills Lutheran Christian School Board that the student's parent live in the United States with the student while attending Forest Hills Lutheran Christian School. Students must have a legal guardian in the United States if they are not staying with their parents. Guardianship forms must be "Notarized" by a lawyer or a public notary to make them legal. Forest Hills Lutheran Christian School must have a copy to be kept in the student's file.
- Students must arrange for their own medical coverage (usually through their agent). Forest Hills Lutheran Christian School does NOT do this.
- International students must have a current Student Visa to study in the United States. Tuition fees must be paid in full before the school can issue a "Letter of Acceptance" for the student to obtain a Visa.

Procedures for Student Enrollment

1. Give interested party 3 forms –
 - a. Fee Schedule and Registration Procedures
 - b. Student Application
 - c. General Release4th form if agent is involved – Agent Agreement
2. Receive from interested party the registration fee with application filled out and signed, general release form signed and agent agreement filled out and signed (if agent is involved). Photocopy the above forms – keep and file originals, give photocopies to interested party.
 - a. Along with the above forms (filled out and signed) and the registration fee the following documents must be submitted: (These documents to be photocopied and filed and originals returned to interested party)
 - i. Copies of student's transcripts (in English)
 - ii. Passport (with picture)
 - iii. Birth certificate
 - iv. Proof of Medical Insurance
 - v. Current Immunization records and medical checkup from their doctor (in English)
 - vi. Legal notarized guardian/custodial form (only if child not residing with parents while attending Forest Hills).
3. Upon acceptance of student (after fees cleared bank) notify interested party. Fill out Letter of Acceptance Form (if required) in exchange for full tuition costs and fees including medical fees (if necessary). Keep photocopies of Letter of Acceptance Form and monies deposited.
4. The Agent Fee will be paid (authorized by the principal) within 45 days after all fees and tuition payments have been received.

Student Application Form

INTERNATIONAL STUDENT APPLICATION

Date of Application _____
Year / Month / Day

Personal Data

PLEASE PRINT CLEARLY IN ENGLISH

| | | | |
|---|--|--|---------|
| 1. LEGAL NAME: LAST | | FIRST | MIDDLE |
| 2. ENGLISH NAME: | 3. DATE OF BIRTH: Year _____ Month _____ Day _____ | | 4. AGE: |
| 5. GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female | 6. COUNTRY OF BIRTH | 7. CURRENT CITIZENSHIP: | |
| 8. FATHER'S NAME: | | 9. FATHER'S OCCUPATION: | |
| 10. MOTHER'S NAME: | | 11. MOTHER'S OCCUPATION: | |
| 12. ADDRESS IN HOME COUNTRY: | | 13. TELEPHONE NUMBERS (Home) _____ (Work) _____ | |
| 14. EMAIL ADDRESS: _____ @ _____ | 15. GRADE ENTERING: | 16. SCHOOL YEAR APPLYING FOR: | |
| 17. FAITH / BELIEF (Please circle one): Christian / Buddhist / Muslim / Other _____ / None | | 18. CHURCH in home country (If Christian): Address: _____ | |

Legal Guardian or Contact Person in Vancouver Area

| | | |
|---|--|---|
| 19. GUARDIAN'S NAME: | 20. GUARDIAN'S ADDRESS: | 21. GUARDIAN'S TELEPHONE NUMBERS: (Home) _____ (Work) _____ (Cell) _____ Email: _____ @ _____ |
| 22. STUDENT'S ADDRESS WHILE IN THE UNITED STATES: | | 23. STUDENT'S TELEPHONE NUMBERS: (Home) _____ (Cell) _____ Email: _____ @ _____ |
| 24. AGENT'S NAME: <input type="checkbox"/> Same as Guardian Or <input type="checkbox"/> Other | 25. AGENT'S ADDRESS: Email: _____ @ _____ | 26. AGENT'S TELEPHONE NUMBERS: (Home) _____ (Work) _____ (Cell) _____ |

FOR OFFICE USE ONLY

| | |
|--|-----------------------------------|
| Received: Passport (with picture) and/or | Prepaid Tuition Received _____ |
| Birth Certificate _____ | Proof of Medical Insurance _____ |
| Report Cards / Transcripts _____ | Letter of Acceptance Issued _____ |
| Registration Fee _____ | Guardian/Custodial Form _____ |
| Registration Complete _____ | |
| (date and initial received or completed items) | |

Educational Background

| | | |
|--|----------------------|--|
| 27. NAME OF SCHOOL STUDENT IS NOW ATTENDING, OR ATTENDED LAST YEAR: | 28. SCHOOL ADDRESS: | 29. SCHOOL TELEPHONE NUMBERS: (School Office) _____ (Fax) _____ |
| 30. NAME OF PRINCIPAL: | 31. GRADE COMPLETED: | 32. Has this student ever repeated a grade? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, which one(s)? ____ |
| 33. Why do you want your child to attend our school? | | |
| 34. Does this student want to attend our school? <input type="checkbox"/> YES <input type="checkbox"/> NO WHY? | | |
| 35. Has this student ever participated in advanced classes? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, what classes? | | |
| 36. Has this student ever had any physical, or emotional disorders? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, please explain: | | |
| 37. Does this student have any physical handicaps or limitations that may affect participation in physical activities? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, please explain: | | |
| 38. What things does this student have a natural interest in? | | |
| 39. What are this student's favourite pastimes or hobbies? | | |
| 40. Please note any additional information which would assist the school in knowing this student as an individual: | | |
| NOTE: Students will be tested as to their English ability, and if necessary placed in ESL classes until capable of integration into regular classes. | | |

Important Additional Information

All students who wish to enroll **MUST** complete the application papers fully before submitting it. **THE APPLICATIONS FORM MUST BE ACCOMPANIED BY:**

- One photocopy of the student's birth certificate or passport (with picture) to prove age.
- Photocopies of the student's school transcript (report cards) for the previous 2 years including the current year to date. These must be translated into English.
- The Registration and Form I/20 Fees (Non-refundable) (All other fees must be remitted in full upon the applicant's acceptance as a student at Forest Hills Lutheran Christian School).
- Upon receipt of all of the above documents, the family will be notified by mail or fax of the school's acceptance or rejection of the application.
- Upon acceptance of the application, the family must remit the full tuition, and all other applicable fees. (See attached Fee Schedule for costs)
- Upon receipt of full tuition and all other fees, the school will issue an official "Letter of Acceptance".

Student Code of Conduct

The School Board of Forest Hills Lutheran Christian School believes that appropriate student conduct based on God's expectations, respect for oneself, respect for others, and respect for property, is essential to the development of responsible citizens and representatives of our Lord. To this end students are expected to:

- Be aware of and obey all school rules.
- Attend classes punctually and regularly.
- Work cooperatively and diligently at their studies and with their home assignments.
- Respect the rights of all persons within the school including their peers, staff and parents.
- Respect the legitimate authority of the school staff and work cooperatively with them.
- Respect and take pride in the school's physical facilities.
- Respect and honor all students as special gifts from God.
- Behave in a safe and reasonable God pleasing manner at all times, using appropriate words and behavior.
- Accept the responsibility of helping the entire student body show the love of Christ through our actions.

Vacations: Extensions to the Christmas and Spring break are not permitted. Students traveling to their home countries over these periods are to leave and return within the time frame set by the school. If, under exceptional circumstances, a student will be away longer than the allowed time, he or she must receive prior authorization from Forest Hills Lutheran Christian School.

I, _____ am aware of the school's Code
(Please print name)
of Conduct and agree to abide by it and to support it to the best of my ability.

Student Signature

Parent/Guardian Signature

Date _____
(indicating I have read the above)

Date _____
(indicating I have read the above)

Parent / Guardian Agreement Form

(Please read carefully before signing)

The task God has given us to provide a full-time Christian education is a challenging one, demanding the ongoing effort of parents and teachers. Our work is only effective when children and parents are willing to work with the staff in "***Oneness of Spirit and Purpose***". Whenever the school pulls one way and the home the other way, conflict and emotional disturbance result within the child.

The family is, and always will be, the chief agency for the Christian training of the child. A Christian day school such as Forest Hills does not relieve the parents of their God-given obligation. Rather, the purpose of our school is to serve as an important aid and extension of the home in the vital work of Christian training.

If the home and school are both ***Christ-centered***, the child is receiving the best education he or she can receive anywhere.

1. I understand that my child will take part in all school activities, and give permission for him/her to do so, with the understanding that in the event of school-sponsored trips away from the school premises, I will receive notification well in advance.
2. I agree to uphold and support the academic standards of Forest Hills Lutheran Christian School by being certain a place at home for my child to study is provided, and by giving encouragement in all his/her school activities and in the completion of homework and assignments. I further agree to ensure that vacation periods are not extended and that the student travels only within the weeks allowed by the school.
3. I recognize that for my child to make good progress in his/her work, it is essential that he/she have confidence in his/her teacher(s) and school. Therefore, I will do all in my power to see that if my child becomes involved in any difficulty with the school, I will in no case complain to any parents, but with prayerful Christian spirit register necessary concern with the teacher, or school administration.
4. I consider it a privilege to have the opportunity to send my child to Forest Hills Lutheran Christian School and shall endeavor to support and uphold the principles, practices, and educational policies of the school in every way.
5. I hereby certify that the facts contained in this application are true and complete to the best of my knowledge; and that I have read and agree with/all of the above.

Date

Parent's / Guardian Signature

Date

Parent's / Guardian Signature

General Release

We, the undersigned, do waive and release all claims against the School for the injury, loss, damage, accident, delay or expense resulting from the applicant's participation in the International Education Program. We also release the School and agree to indemnify them, with regard to any financial obligations or liabilities that the applicant may personally incur, or any damage or injury to the person or property of others that the applicant may cause while participating in the International Education Program at Forest Hills Lutheran Christian School.

We understand that the School is not responsible for any loss or injury suffered by the applicant during periods of travel. If the applicant becomes ill or incapacitated, the School may take such actions as it considers necessary, including securing medical treatment and transporting the applicant home at his or her own expense. We release the School from all liability related to such actions. We understand that the applicant's participation in the Program may be terminated at the discretion of the principal without any refund of fees, and that the applicant may be sent home at his or her own expense if he or she does not adhere to the Schools guidelines and rules as set out by the Code of Conduct. This agreement with the School cannot be modified or interpreted except in writing by Forest Hills Lutheran Christian School Board.

We have read the above and we agree to be bound by the above General Release clause.

Name of Parent/Guardian

Parent/Guardian's Signature

Date

Name of Parent/Guardian

Parent/Guardian's Signature

Date

Witness

Date

Agent Agreement

This Agent Agreement is between Forest Hills Lutheran Christian School and

Legal Name

English Name

Address

Telephone Numbers: work

home

cellphone

Email Address

And in reference to:

| Level | Name of Student | Date of Birth | Start Date and Grade |
|-------|-----------------|---------------|----------------------|
|-------|-----------------|---------------|----------------------|

The following shall be required of the Agent:

- The Agent will arrange for initial registration for the student at the school
- The Agent will apply for medical insurance for the student during their study at the school
- The Agent will submit proof of medical insurance documentation
- The Agent will monitor and manage the student during their study at the school
- The Agent will arrange to keep the student's visa and all related documents current during their study at the school

The following shall be required of the School:

- The School shall set tuition fees
- The School shall provide a Letter of Acceptance immediately upon receipt of tuition and fee payments in full
- The School shall strive towards a high standard of education guided by Christian faith

Commission: Forest Hills Lutheran Christian School will pay \$100.00 per month for every month the student is enrolled in Forest Hills Lutheran Christian School to the Agent for his/her services. This fee will be paid, upon receipt of an invoice from the Agent, within 45 days after all fees and tuition payments have been received. This fee will be paid once only per student. The maximum commission paid out to the Agent per student is \$1000.00.

Expenses: Forest Hills Lutheran Christian School shall not be obligated to reimburse the Agent for any expenses he/she has incurred what so ever.

Agent's Signature

Date

Forest Hills Lutheran Christian School Principal

Date

Letter of Acceptance Form



Forest Hills

Lutheran Christian School

4221 SW Golf Course Rd., Cornelius, OR 97113

Phone: 503-359-4853 Fax: 503-357-2213

Email: info@fhls.org www.fhls.org

Date

**LETTER OF ACCEPTANCE
FOR:**

| | |
|----------------------------------|---------------------------------|
| Family Name: _____ | First Name: _____ |
|----------------------------------|---------------------------------|

To:

_____ *has been accepted by Forest Hills Lutheran Christian School in Cornelius, OR for the school year _____, 2015 to _____, 2016.*

S T U D E N T I N F O R M A T I O N

| | |
|---|-----------------------------|
| Date of Birth | |
| Student ID# | |
| Grade of Study | |
| Address in Home Country | |
| Address in the United States | |
| Custodian Information (name & address) | |
| Starting Date | |
| Completion Date | |
| Late start information: Once _____ has obtained a Study Permit, he/she may commence studies anytime between _____, 2015 and _____, 2016. | |
| Fees paid (amount) | Tuition: |
| | Administration fees: |

Sincerely,
Mr. Mike Schiemann, Principal,
Forest Hills Lutheran Christian School