

NORTHWEST CHRISTIAN HIGH SCHOOL
International Student Program
4710 Park Center Avenue NE, Lacey, WA 98516
(360) 491-2966

APPLICATION CHECKLIST 2018-2019

Thank you for your interest in Northwest Christian High School. Our mission is to assist parents in providing a quality education for their children that is distinctly Christian. To help you in the application process, we are providing this checklist so that you can make sure that you complete all the necessary forms.

Step 1: Items necessary to be considered for admission

- \$100.00 Application Fee
- Student Application
- Parent Application
- Official Transcript from previous three years of school
- Transcript Translation
- Reference Form: Principal
- Reference Form: English Teacher
- Parental Agreement

Step 2: Items due upon acceptance

- Certificate of Deposit
- Copy of Passport
- \$600.00 Registration Fee/I-20 Fee (due upon acceptance)
- School Rules
- Dress Code

Step 3: I-20 will be forwarded to applicant by NCHS

Step 4: Items due 6 weeks prior to arrival at NCHS

- Home Stay Application form (if applicable)
- Health immunization form
- Medical Physical or Sports Physical
- Copy of medical insurance card
- Power of Attorney Form
- Photo Release Statement
- Flight arrival information

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TUITION & FEES

All Tuition and fees are non refundable

Application Fee - \$ 100.00

Registration Fee - \$600.00

- New Students – due upon acceptance
I-20 will be issued after receipt of all documentation and registration/I-20 fee
- Returning Students – due April 30th
(Payment of fee holds your place for coming year)

Yearly Tuition - \$13,800.00

Yearly Technology Fee - \$100.00

Late Payment Policy

- If payment is more than 14 calendar days late, there will be a late fee of \$500.00.
- If payment is more than 21 days late, the F-1 visa status may be revoked

Host Family Room and Board

- \$8,000 per year payable in 10 equal payments of \$800.00 per month. Host fees includes transportation to and from school, food and hygiene supplies as provided for family, and utilities. Stipend does not include long distance phone calls, cell phone or private phone line. Cell phones plans must be purchased separately.
- **Please pay your host family directly by the 1st of the month.** Do **not** send this money to NCHS.

Insurance

Illness/Accident Insurance with **coverage while in the U.S. is REQUIRED** for all international students. You must provide proof of insurance by the first day of school. A copy of the medical insurance card is sufficient. Information on insurance can be found online from several companies. You must have a minimum of \$100,000 in coverage. Please read the policy carefully. Not all insurance policies cover sport injuries. If you plan to play sports while attending NCHS you will need sport injury coverage. Do **not** send money for the insurance policy to NCHS.

Sports Fee

Sports participation fee is \$130.00 per sport. Each student is required to have a "sports physical" within two years of participation. The cost of a physical in the U.S. is approximately \$120.00. Because of this we recommend that students receive a physical in their home country and send a translated copy to us.

Socials and Spending Money

NCHS hosts two semi-formal dances during the year. Ticket cost is \$25.00 - \$30.00 for each event. Please provide your student with a reasonable allowance for extras while they are here so they may participate in school events and activities.

SUMMARY OF FEES:

Application Fee	\$ 100.00
Registration Fee	\$ 600.00
Yearly Tuition	\$13,800.00
Host Family Fee	\$ 8,000.00 (payable at 800.00 month)
Technology Fee	\$ 100.00
Sports Fee	\$ 130.00 per sport

I understand and agree to the above Tuition and Fee structure:

Parent Signature: _____ Date: _____

Revised 1/29/2018

Non-Discrimination Policy

Northwest Christian Private Schools; also known as Community Christian Academy and Northwest Christian High School, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students. The school does not discriminate on the basis of race in administration of its educational policies, admissions policies, scholarship and grant programs, and athletic and other school administered programs.

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STUDENT APPLICATION

The prospective student must complete this form by hand in his/her own handwriting.

Name _____ Gender _____ Grade Entering _____
English name _____ Student E-mail Address: _____

1. Why do you want to come to the United States for school? _____

2. How long have you studied English? _____
3. Do **you** want to learn more English? Why? _____
4. What are **your** goals for high school? _____
5. Why do **you** want to attend Northwest Christian High School? _____

6. Are you planning to graduate from NCHS? _____yes _____no _____undecided
7. Who made the decision for you to study in the United States? _____
8. Have you been an international student before? _____
9. If yes, where did you attend school? _____

10. Have you ever been to the United States? _____ Where? _____
_____ For how long? _____
11. What grade are you currently in? _____
12. What scores (grades) did you receive in school last year? _____
13. What is your best subject? _____ Why? _____
14. Which subject is the most difficult for you? _____ Why? _____
Have you ever failed a subject? _____ What? _____ Describe your
favorite teacher and explain why they are your favorite. _____

15. Describe your attendance and tardy records last year. _____
16. Have you ever been suspended and/or expelled from school? _____ If yes, why? _____

17. What causes the most problems for you in your current school? _____

18. Will you comply with the school dress code? _____
19. Do you smoke? _____yes _____no _____occasionally
20. Do you plan to go on to a university? _____ What careers interest you? _____
21. Do you like to play sports? _____ What sport(s) do you like best? _____
22. What are your hobbies? _____

23. How old are your closest friends? _____
24. What do you look for in a friend? _____
25. Do you consider yourself a leader or a follower? _____ Why? _____

26. Did you receive any help in answering any of the questions? _____ If yes, explain
which one(s) and how much. _____
27. Do you go to church? _____ Where? _____
28. If so, what do you like best about church? _____

29. Will you go to church with your host family? _____
30. Who do you believe God is and what impact does he have on your life? _____

31. Who is Jesus Christ? Do you have a personal relationship with him? _____

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PARENT APPLICATION

This application does not ensure enrollment. It gives some information upon which a decision will be based. Northwest Christian High School will make the final decisions concerning student placement based upon all the information provided.

Student: _____

(Given Name) (Surname) (M.I.) (Nickname)

Date of Birth ____/____/____ Age: _____

Sex (M/F): _____ Grade entering: _____

List allergies, handicaps, or other pertinent health information: _____

Father: _____

(Last Name) (First Name)

Street Address: _____

City: _____ Province: _____ Country: _____

Postal Code: _____ Home Telephone: _____

E-mail address: _____ Work Phone: _____

Occupation: _____

Lives with student: (Y/N) _____

Mother: _____

(Last Name) (First Name)

Street Address: _____

City: _____ Province: _____ Country: _____

Postal Code: _____ Home Telephone: _____

E-mail address: _____ Work Phone: _____

Occupation: _____

Lives with student: (Y/N) _____

Would you like us to find a host family for your student? (Y/N) _____

Are you working with a placement agency? _____ Yes _____ No

If yes, please list name, address, e-mail and phone numbers: _____

How well does your student speak English? _____ beginner _____ average _____ good

List all previous schools your child has attended, beginning with the most recent:

Year	Grade	Name of School	City	Country

Has your child ever been suspended or expelled from school? Yes _____ No _____

If yes, when? _____ Why? _____

Has your child ever tried drugs, alcohol, or tobacco? Yes _____ No _____

If yes, please explain in detail. _____

Are you a Christian? Mother: (Y/N) _____ Father: (Y/N) _____

Name of Church: _____ Member? Yes _____ No _____

How would you rate your child's attitude toward:

(A) God Excellent _____ Good _____ Poor _____

(B) Parents Excellent _____ Good _____ Poor _____

(C) Authority figures Excellent _____ Good _____ Poor _____

(D) Attending this school Excellent _____ Good _____ Poor _____

Explain how your child will be beneficial to Northwest Christian High School. _____

Rate your child in the following:

	Yes	Usually	Sometimes	No
Completes work on time.				
Is honest.				
Is respectful to others.				
Accepts criticism.				
Shows self control.				
Is neat/organized.				
Works hard.				
Follows directions.				
Is courteous.				
Is obedient to authority.				
Is self-disciplined.				
Is physically healthy.				
Is mentally Healthy.				

What are the strengths of your child? _____

What do you see as your child's greatest needs?

Spiritual: _____

Behavioral: _____

Academic: _____

1/29/2018

1/29/2018

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Principal Reference Form

This reference form is to be filled out by the applicant's Principal.

Student: _____
(Given Name) (Surname) (Nickname-optional)

1. How long have you known the applicant? _____
2. How do you know the applicant? _____

3. Has the applicant ever been suspended/expelled from school? Yes ___ No ___ Don't know ___
4. Has the applicant ever used drugs, alcohol, or tobacco? Yes ___ No ___ Don't know ___
If yes, please explain. _____

5. List the student's character and personality strengths. _____

6. List the character or personality weaknesses. Explain. _____

7. Would this student be a positive or negative influence on other students? _____
8. Does the applicant have difficulty with self-discipline in school? Yes ___ No ___ Don't know ___

	Yes	Usually	Sometimes	No
Completes work on time.				
Is honest.				
Is respectful to others.				
Accepts criticism.				
Shows self control.				
Is neat/organized.				
Works hard.				
Follows directions.				
Is courteous.				
Is obedient to authority.				
Is self-disciplined.				
Is healthy.				
Is a leader.				

Additional comments that are important in the consideration of this applicant. (Use additional sheets if necessary)

Name _____ Signature _____

Occupation or Position _____

School _____ Phone _____

Date _____

Official school seal:

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ENGLISH TEACHER REFERENCE FORM

This reference form is to be filled out by an applicant's **English Teacher**.

Student: _____
(Given Name) (Surname) (Nickname)

1. How long have you known the applicant? _____
2. How do you know the applicant? _____
3. Has the applicant ever been suspended or expelled from school? Yes ___ No ___ Don't know ___
4. Has the applicant ever used drugs, alcohol, or tobacco? Yes ___ No ___ Don't know ___
If yes, please explain. _____
5. List the student's character and personality strengths. _____

6. List the character or personality weaknesses. Explain. _____

7. Would this student be a positive or negative influence on the other students? _____
8. Does the applicant have difficulty with self-discipline in school? Yes ___ No ___
9. Please provide an evaluation of the students English skills. Please circle the most correct answer:

When given a news article or short story:

Comprehension: Student can read and understand the details

Student can read and explain basic information

Student can only read a little and explain only basic information

Writing: Student can write using complex sentences, vocabulary and good grammar.

Student can write with only a few minor sentence and grammar errors.

Student writes with limited sentences and vocabulary.

Speaking:

Student has a very good understanding of academic and conversational English.

Student has some understanding of academic and conversational English.

Student has limited understanding and may not be able to communicate well in English.

Additional comments about the students English abilities:

Overall Attitude about School and Schoolwork:

	Yes	Usually	Sometimes	No
Completes work on time.				
Is honest.				
Is respectful to others.				
Accepts criticism.				
Shows self control.				
Is neat/organized.				
Works hard.				
Follows directions.				
Is courteous.				
Is obedient to authority.				
Is self-disciplined.				
Is healthy.				
Is a leader.				

Additional comments that are important in the consideration of this applicant. (Use additional sheets if necessary)

Name _____ Signature _____

Occupation or Position _____

School _____ Phone _____

Date _____

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PARENTAL AGREEMENT

1. We agree that the school has full discretion in the placement of our child. Grade placement cannot be guaranteed prior to a student's arrival. Student will receive placement tests prior to class enrollment and we will be notified of the school decision.
2. We understand that if, following a thorough evaluation, it is determined that a student has special needs that cannot be met by our program the school reserves the right to terminate a student's enrollment.
3. The school will make every effort to communicate in a timely fashion with us about any discipline issues that arise in school. We give the school the authority to discipline the student as necessary. Discipline by the school can include the following: detention, in house suspension, out of school suspension and as a last resort expulsion.
4. We understand that NCHS is a private Christian school. As such we understand that the standards of the school do not tolerate profanity, obscenity by word or action, nor disrespect for adults or other persons in authority. Students who persist in undesirable conduct will not be tolerated. We do not permit students to harm others by their negative influence.
5. We understand that international students are not required to be Christians. However, I understand that Bible class and church attendance is required.
6. We agree to pay all tuitions due as explained in **Tuition & Fees**. Tuition must be received prior to beginning of the school year. If the payment is more than 21 days late, the F-1 visa status may be revoked.
7. We agree to pay for any damage caused by our student.
8. We give our permission and will encourage our student to take part in all school activities, including those on and off campus. We absolve the school of any liability or injury to our student during these activities. This does not release the school from liability for any gross negligence or recklessness.
9. We will endeavor to work with the faculty and administration to assure that any grievances are resolved appropriately and promptly.

10. We agree to limit our conversations and computer chats with our student to only once per week. This limit is to assist our student in not only making a successful transition but to assure that they have adequate time to study and rest.

WE HAVE READ THE ABOVE PARENTAL AGREEMENT AND FULLY UNDERSTAND AND AGREE TO COMPLY WITH ITS PROVISIONS.

Signature of Father/Guardian _____ Date _____

Signature of Mother/Guardian _____ Date _____

Signature of Student _____ Date _____

It is the mission of Northwest Christian High School to assist the Christian family by providing a Christ-centered, Bible-based education that inspires each student to pursue excellence in moral character, academics, and servant leadership to others.

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SCHOOL RULES

1. Students will behave in a respectful, non-threatening manner on campus and at all NCHS events (play-fighting is not allowed).
2. Students are to be in their seats with their supplies and homework, ready to work when the bell rings to begin the period.
3. Students are not to disrupt classes, harass students, or disrespect teachers.
4. Use of tobacco, drugs and/or alcohol, by students either on or off campus will result in immediate suspension or expulsion.
5. Cell phones and electronic equipment brought on campus must remain in lockers or backpacks, not to be seen or heard, between 8:30 a.m. and 3:30 p.m.
6. Student performance requirements are as follows:
 - a. Students must make up work missed due to absence. Thirteen absences per semester may result in "no credit", and will require class(es) to be retaken when next offered.
 - b. Student absences must be called in by 7:55 a.m. Absences for appointments must be reported to the office upon departure and return to campus.
 - c. Students must attain at least a 'C' in any math class in the second semester in order to advance to the next level. Any grade below a 'C' must be improved in order to be promoted.
7. Eating is not allowed in the classroom unless permitted by the teacher.
8. Students are to speak English only between the hours of 8:30 – 3:30 on school day.

I have read the above school rules, fully understand and agree to comply.

Parent/Guardian Signature

Date

Student Signature

Date

MOTTO: Do what's right because it's right, regardless of the consequences.

Dress Code

The NCHS environment should encourage academic and spiritual growth as well as reflect Christ to Christians and the community at large. It is our desire at NCHS that students live and conduct themselves in a manner pleasing to God. Standards for appearance can be a means of building character in the lives of our students. Careless, immodest, or extreme dress is often accompanied by poor or inappropriate behavior. Students' appearance should be neat, clean, modest, and conducive to a positive consistent Christian witness. All clothing is to be clean, in good repair, not torn nor frayed; clothing should not be overly tight and should fit properly. The following elements of the NCHS dress code are intended to serve as tools in fostering academic excellence and positive character development:

	Boys	Girls
Top	T-shirts, polo shirts, collared shirts, sweatshirts, sweaters. Must be clean and without tears and holes. Must be long enough to cover the midriff front and back, both when the arms are extended overhead and/or when sitting, squatting, or bending over. No inappropriate pictures, slogans, or language. No tank tops.	T-shirts, polo shirts, collared shirts, blouses, sweatshirts, sweaters. Must be clean and without tears and holes. Must be long enough to cover the midriff front and back, both when the arms are extended overhead and/or when sitting, squatting, or bending over. Visible cleavage not permitted. No inappropriate pictures, slogans, or language. No tank tops. Sleeveless tops or cap sleeves must have at minimum a two-inch width (shoulder to neck).
Bottom	Pants, jeans or shorts (no shorter than 2 inches above the knee at any time). Must be clean and have no holes or fraying. No "sagging" pants/shorts. No visible underwear or skin. No jersey sweats or shorts. Athletic warm-ups and shorts permitted.	Pants, jeans, shorts, dresses or skirts. Dresses, skirts and shorts no shorter than 2 inches above the knee at any time. Must be clean and have no holes or fraying. No "sagging" pants/shorts. No visible underwear or skin. No jersey sweats or shorts. Athletic warm-ups and shorts permitted. Sleeveless dresses must have at minimum a two-inch width (shoulder to neck). Visible cleavage not permitted.

Hair/Grooming	Must be neat and clean, top of collared shirt in back, no longer than bottom of ears on the sides, and not in eyes. Facial hair must be neat and well-trimmed. No extreme hair styles or unnatural coloring.	Must be neat and clean. No extreme hair styles or unnatural coloring.
Accessories	No earrings, pierced-body jewelry or visible tattoos. No hats, caps, hoods worn inside buildings during school hours. No sunglasses to be worn in buildings during school hours.	No more than two modest size earrings per ear. No other pierced-body jewelry or visible tattoos. No hats, caps, hoods worn inside buildings during school hours. Makeup in moderation. No sunglasses to be worn in buildings during school hours.
Shoes	Appropriate for the activity. No slippers.	Appropriate for the activity. No slippers.

Formal Dress:

For school-sponsored formal events, girls will be allowed to wear sleeveless or strapless dresses if the dress has the approval of the administration. Undergarments are to remain covered at all times. Dress or skirt length is defined above.

Sporting Events:

Hats, sweat suits or warm-ups may be worn during school-sponsored sporting events. Athletes will be asked by their individual coaches to adhere to a higher standard of dress on game days and when traveling.

Dress Code Enforcement Policy:

- First Offense: The student will be sent to the office to procure appropriate clothing. When available, the student may be given something from the clothes closet or the parent will be called to provide alternative clothing.
- Second Offense: Will be handled as the first offense, plus an after school "work party". Student may also be required to wear designated clothing for 10 days. Parents will be notified.
- Third Offense: In the unlikely event that a third violation occurs, the issue will no longer be considered a dress code violation, but instead as a rebellious and contrary attitude. This will be dealt with in accordance with NCHS behavior standards (Level 2).

Summary: clothing should not be extreme; it should be modest and clean.

Student Signature _____ Date _____

Parent Signature _____ **Date** _____

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PARENT'S LETTER OF INTRODUCTION

In the space below, please type a letter **in English** to the host parents who will share their home with your son or daughter. Describe your child's personality and interests, expectations and relationships. We ask that you be very frank and honest in your letter, and that you comment on your child's strengths and weaknesses. This will be very helpful to us in finding the best host family for your child. Please limit your letter to this page.

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FAMILY ALBUM

_____ Family Album / Family Name

On this sheet please place recent photos (within 2 years) of you and your family and friends. Briefly describe each photo. Write your name clearly on the back of each picture. Please do not use staples, but glue lightly so the pictures can be easily removed. Please feel free to send in more than 2 pictures.

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PHOTO RELEASE STATEMENT

Includes, but not limited to: Promotional Video, School promotional pamphlet, or Video-Taped School Activities.

I, the undersigned parent or legal guardian of _____, do hereby give my authorization for the following waiver which is to apply to the named student.

I hereby give Community Christian Academy or Northwest Christian High School, the Producer of the afore named production, all rights of every kind and character whatsoever in and to all work, poses, acts, plays and appearances made by my child for the pamphlets, videotape and/or program, as well as in and to the right to use my child's photographs, either still or moving, for commercial and advertising purposes in connection therewith. I further give said Producers the right to reproduce in any manner whatsoever any recordings made by my child's voice and all instrumental, musical, or other sound effects produced by my child.

Name of Student (print)

Signature of Student

Date

Name of Parent/Legal Guardian (print)

Signature of Parent/Legal Guardian

Date