



## BRENTWOOD CHRISTIAN SCHOOL

### Admissions Checklist for Non-U.S. Residents

Applicants who are non-U.S. citizens (with less than three years U.S. residency) are required to submit the following items to the Admissions Office of Brentwood Christian School prior to the interview with the principal:

- ☐ **Completed online application form**
- ☐ **Application Fee** - \$125 non-refundable (This fee will be applied toward the Annual Enrollment Fee upon acceptance.)
  - Pay by credit card online
  - Pay by cash or check made payable to BCS (Brentwood Christian School)
- ☐ **Transcripts** – official copies of the last two completed grade levels and the current grade level to date if in the middle of the school year translated into English
- ☐ **English Proficiency Exam results** – this must be an official score report, Ex. TOEFL or TOEFL Jr. Comprehensive
- ☐ **Completed admissions testing**
  - Grades K-6: Applicants must take the Basis Admissions Test on the BCS campus
  - Grades 7-11: Applicants must take the ISEE (Independent School Entrance Exam administered through the Educational Records Bureau) within the last year
- ☐ **Recommendation Information Sheet** – current principal, current teacher, and a minister or other character reference translated into English
- ☐ **Copy of immunization records** – translated into English
- ☐ **Completed Health Forms** – vision and hearing screenings are required as well
- ☐ **Completed TAPPS Pre-participation Physical Evaluation Form** – (grades 5-12) for students already enrolled in another American school transferring to BCS and intend to participate in school sports
- ☐ **Completed TAPPS Transfer Form** – for students already enrolled in grades 9-11 in another American high school and wanting to transfer to BCS
- ☐ **Completed TAPPS forms** – TAPPS Foreign Resident Student Application or the TAPPS Foreign Exchange Student Application
- ☐ **Brentwood Christian School Guardian Appointment Form**
- ☐ **Copy of passport** – translated into English
- ☐ **Completed Student Questionnaire**
- ☐ **Recent student picture**
- ☐ **Interview** – upon gathering all the required documents above, work with the Admissions Office to schedule an interview with the secondary principal (Skype interview for students outside of area)

***Remaining portion of the \$2,500 Annual Enrollment Fee (less the application fee of \$125) will be due within five business days of the student being accepted:***

- *If student is younger than 9<sup>th</sup>-11<sup>th</sup> grade, the student must be under guardianship of a parent while attending school here*

*An I-20 will be issued and sent express mail to the student once they have completed the above steps, met all the requirements, conducted their interview with the principal, and received the official acceptance call from the Secondary Office. The fee to cover the express mail charge will be billed to the new student account.*

### **Additional information regarding the checklist:**

**Application** - Student must be the appropriate age for the grade in which they are making application. This is restricted to a two –year window for each grade level. International students applying for grades K-8 must be in the States under guardianship of their immediate family. Students may not apply for 12<sup>th</sup> grade as this does not allow enough time for the student to complete all the required credits enabling them to graduate on time. Applications are considered only for the start of a new school year. Mid-year transfers will not be considered.

**Application Fee** – this fee can be paid by credit card online or by cash or check (made payable to Brentwood Christian School). If choosing to pay by cash or check, please notify the Admissions Office so that your application can be processed upon payment.

**Transcripts** – Official copies of the last two completed grade levels and the current grade level to date. If the student has attended a US school in the last three years, a Request for Records Form can be provided to help facilitate having the official US records sent. The international transcripts are to be translated into English and accompanied by a Certificate of Licensed Translation. The number grades should be recorded as letter grades as well; example: 96=A. No grade below 75 in a core class or 70 in any class will be accepted.

**English Proficiency Test** - All applicants must be proficient with the English language. We do not offer any ESL classes. Applicants must complete an English proficiency test if he/she has been a U.S. resident for less than three years. Exam options include: TOEFL (comprehensive) (Test of English as a Foreign Language) [www.ets.org/toefl/](http://www.ets.org/toefl/) or IELTS (International English Language Testing System) [www.ielts.org](http://www.ielts.org). Please make arrangements with the testing facility to have the results sent directly to Brentwood.

**Admissions Testing** is required for all applicants. Results of the ISEE test must be submitted as part of the application process. This test is administered in several foreign countries. More information can be found at [www.iseetest.org](http://www.iseetest.org) or by calling 1-800-446-0320. Please enter Brentwood's code, **440318**, when registering on-line or by mail. If Brentwood's code is submitted by the applicant when registering for the test, the results will be sent directly to the school.

**Recommendation Information Sheet** – Please provide a name and email address for a current principal/school administrator, current teacher, and a minister or character reference. Submit completed sheet to the Admissions Office so the referral can be contacted.

**Immunization Records** – This will allow our school nurse to review the records to ensure the student's file is up to date.

**Health Examination Form** - A complete medical checkup is required of all new students. Doctors can complete the Health Exam form for a recently completed exam. Vision and Hearing Screenings will need to be part of the exam. Doctors can complete the Health Exam Form for an exam conducted in the last 12 months. A copy of the immunization records will need to accompany the Health Examination Form, translated into English.

Please review and complete any of the additional forms that might pertain to your child:

- Protocol: Students with Chronic or Severe Health Concerns
- Health History/Instructions for Health Needs Form
- Medication Permission Form

**TAPPS Pre-participation Physical Evaluation Form** – This form is required for students already enrolled in another American school transferring to BCS and intend to participate in school sports. This form can be filled out by the physician at the same time the Health Examination Form is being completed during the medical checkup.

**TAPPS Transfer Form** – must be completed and signed regardless of the intention to compete in athletic and academic competitions. This form is required for grade 10 – 12 students already enrolled in another high school and transferring to BCS or for grade 9 students who have already started at another high school. This form is not required for new freshman students entering the 9<sup>th</sup> grade.

**TAPPS forms** must be completed and signed regardless of the intention to play in athletic sports. The TAPPS Foreign Resident Student Application is completed for those students who plan to attend Brentwood Christian School for a year or more. The TAPPS Foreign Exchange Student Application is completed for those students who will only be attending Brentwood Christian School for one year.

**Letter of Guardianship** must be provided to the school. The Brentwood Christian School Guardian Appointment Form must be completed. Please be aware that Brentwood Christian School does not arrange for guardianship or host families

- Guardianship is the sole responsibility of the applicant
- A guardian (age 23+) must be appointed who will provide the following guardianship responsibilities:
  - Documentation must be provided by student showing proof of guardianship
  - Student must live with guardian while attending Brentwood Christian School
  - Guardian will be responsible for student being at school every day on time
  - Guardian will be responsible for working with Brentwood Christian School should any problems arise and will accept responsibility for any emergencies, etc.

**Recent student picture** – Please submit a recent photo of the student applying for admissions. This picture will be added to the student file to help the Administration to learn faces and names more quickly.

**Student Questionnaire** – Students are asked to complete some questions to allow us to learn more about their activities and special interests, as well as why they would like to attend Brentwood Christian School.

**A personal interview** with the principal is required at Brentwood Christian School. The host family or guardian must attend the interview as well if the student is in the States. When the student is currently overseas, we allow a Skype interview to take place.

**Acceptance** – Typically an applicant will be notified of their acceptance into Brentwood Christian School within one week of completing the admissions process. Upon acceptance the following will be due:

- The Contract for Student Enrollment and the Annual Enrollment Fee of \$375 for high school applicants (grades 9-11) must be submitted to the Bookkeeping Office within five business days of the student being accepted. For younger applicants under the guardianship of the parent, their Annual Enrollment Fee would be \$325 for grades K4-5<sup>th</sup> and \$350 for grades 6<sup>th</sup>-8<sup>th</sup>. If the enrollment fee is not paid by this deadline, the student's spot will be offered to the next applicant.
- Full tuition will need to be made to the Bookkeeping Office by June 1<sup>st</sup> or within one week of acceptance, whichever is later. Please note 25% of the tuition is non-refundable after June 1<sup>st</sup> in the event of withdrawal before the first day of school.

**Fall Registration** – The Secondary Office will provide fall registration paperwork in late July (paperwork all of our BCS families complete and turn in before school starts). The office will also provide the school supply lists in June or July.

**Extended Day Form** – If a child will need before or after school care, the following link <http://www.brentwoodchristian.org/extended-day> can be used to complete the form to enroll your child(ren). Enrollment for the new school year will be available in August just before school begins.