



## BRENTWOOD CHRISTIAN SCHOOL

### Admissions Checklist for Secondary 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** – [www.brentwoodchristian.org](http://www.brentwoodchristian.org), choose Admissions from the menu at the top, and then Apply Online from the drop down menu
- Application Fee** - \$125 non-refundable fee paid via credit card online (This fee will be applied toward the Annual Enrollment Fee upon acceptance.)
- Transcripts** – official copy of the last two completed grade levels and year to date progress report for the current school year, translated into English
- English Proficiency Exam results** – this must be an official score report for one of the following tests: TOEFL Comprehensive, IELTS or PTE Academic
- Completed admissions testing** - applicants must take the ISEE (Independent School Entrance Exam administered through the Educational Records Bureau) within the last year
- Recommendation letters** – current principal, current teacher, and a minister or other character reference translated into English
- Proof of insurance** – all students must provide proof of insurance
- Copy of prior month bank statement** – for proof of financial responsibility required for the issuance of an I-20
- Copy of immunization records** – translated into English
- Completed Health Forms** – vision and hearing screenings are required as well
- Completed TAPPS Foreign Resident Student Application**
- Completed 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)

***The remaining portion of the Annual Enrollment Fee (less the application fee) will be due within five business days of the student being accepted.***

*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.

**Application Fee** – This fee can be paid by credit card online.

**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) or PTE Academic (Pearson Test of English) <https://pearsonpte.com/>. 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 letters** – Please provide a current principal, current teacher, and a minister or other character reference letter translated into English. If you prefer, you can complete the Recommendation Information Sheet with contact names and emails instead and submit to the Admissions Office so the referrals can be contacted.

**Proof of Insurance** - All students must have and provide proof of and maintain primary health insurance.

**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

**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.

**For international students transferring in from another school in the US:**

- **Completed MS Athletic Forms or HS Athletic Forms** – (grades 5-12) for students already enrolled in another American school transferring to BCS and intend to participate in middle or high 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. This form must be completed and signed regardless of the intention to compete in athletic or academic competitions. This form is not required for new students entering 9<sup>th</sup> grade for the first time.

**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 must be submitted to the Finance Office within five business days of the student being accepted.
- Full tuition will need to be made to the Finance 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.
- Online registration must be completed 5 days after your Contract for Student Enrollment and Annual Enrollment Fee have been submitted to the Finance Office. The online registration will ask for paperwork regarding Field Trip Permission, Photo Release, proof of insurance, Handbook Agreement, etc. This link will be emailed to you.

**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.