



## BRENTWOOD CHRISTIAN SCHOOL

### Admissions Checklist for Elementary Non-U.S. Residents (Grade 3 – Grade 5)

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
- Transcripts** – official copy of the last two completed grade levels and year to date progress report for the current school year, translated into English
- Completed admissions testing** – the Basis admissions test will be completed on the BCS campus
- Admissions testing fee submitted** – this is a non-refundable fee of \$35, cash or check made payable to BCS
- Initial Interview for English Proficiency** – call the Admissions Office to schedule this Skype screening to determine English proficiency and academic readiness or whether an English proficiency test will be needed based on the age of the student
- Recommendation letters** – current principal, current teacher, and a minister or other character reference translated into English
- 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 Preparticipation Physical Evaluation / Medical History Form**– for 5<sup>th</sup> grade students only
- Completed Brentwood Christian School Guardian Appointment Form**
- Copy of passport** – translated into English
- Recent student picture**
- Guardian Interview** – upon gathering the required documents above, work with the Admissions Office to schedule interview.
- Final Interview** – upon gathering all the required documents above, work with the Admissions Office to schedule an interview with the elementary principal (Skype interview for students who need an FI Visa to travel.)

***All Admissions requirements listed above will need to be completed and submitted within 45 days of the application date to maintain a spot in the class or waiting pool.***

***Proof of Insurance – For enrollment, all students must have and provide proof of and maintain primary health insurance.***

*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, received an official acceptance, and paid the Annual Enrollment Fee. 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 70 in any class will be accepted.

**Admissions Testing** is required for all applicants and is arranged through the Admissions Office. Students applying for grades 1-5 will take the Basis (Basic Achievement Skills Individual Screener) admissions test. This assessment will provide an estimate as to the grade level of the child in mathematics, reading, and spelling. Please allow approximately one hour for this exam to be completed. There is a non-refundable testing fee of \$35 cash or check made payable to BCS at the time of testing.

**Initial Interview for English Proficiency** – This Skype interview will determine English Proficiency and academic readiness, unless an English proficiency exam is available based on the age of the student. Call the Admissions Office to discuss.

**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.

**Copy of prior month bank statement** – for proof of financial responsibility required for the issuance of an 1-20. A minimum bank balance of *approximately \$30,000 USD* is needed to show proof of ability to cover the tuition and living expenses.

**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 Preparticipation Physical Evaluation / Medical History** – This form is required for students entering 5<sup>th</sup> grade and can be completed by the physician at the same time the Health Examination Form is being completed during the medical checkup.

**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 does not need to be a formal picture, it will just be added to the student file to help the Administration to learn faces and names more quickly.

**Guardian Interview** – The guardian will be interviewed prior to the personal interview.

**A personal interview** with the principal is required at Brentwood Christian School. A parent 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 (see Admissions Timeline and Deadlines below for timeframe):

- The Contract for Student Enrollment must be submitted to the Finance Office.
- An online enrollment packet will need to be completed along with online payment of the Annual Enrollment Fee. The online enrollment packet will include the Field Trip Permission, Photo Release, proof of insurance, Handbook Agreement, etc. This link will be emailed to you.
- Full tuition will need to be made to the Finance Office by June 1 or within five days of acceptance, whichever is later. See sample contract for details.

**Admissions Timeline and Deadlines** – Meeting required checkpoints will maintain priority placement and your student's spot in the class.

1. Submission of online application and associated application fee assigns placement in the class or waiting pool as applicable.
2. To maintain the student's spot, all admissions paperwork and supplementary application forms must be submitted within 45 days of the application date.
3. Upon acceptance, Contract and Online Enrollment and Fee must be complete by March 15 or within five days of acceptance, whichever is later and are required prior to the issuance of the Form 1-20. The enrollment fee is non-refundable except in the case of a denied VISA, in which case 90% of the fee is refundable.\*

4. Payment of tuition in full is required by June 1 or within five days of acceptance, whichever is later.\* Tuition is non-refundable except in the case of a denied VISA.

\*See Sample Contract for more details and payment terms.

**Extended Day Form** – If a child will need before or after school care, the following link <http://www.brentwoodchristian.org/programs/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.