

## Heritage Christian School

### REQUIREMENTS FOR INTERNATIONAL STUDENTS

Heritage Christian School is a college preparatory Christian school. The South Campus is located in Northridge, California. International students seeking admission to Heritage Christian School in grades 9 – 12 must meet the criteria listed below.

#### **Heritage Christian School Admissions Criteria for International Students**

- Demonstrate proficiency in speaking, writing and understanding English by scoring a score of proficient or advanced on designated English proficiency tests (i.e. iTEP SLATE, TOEFL iBT, IELTS, ELTiS) and an interview with the International Student Director.
- Demonstrate an exemplary academic grade point average (transcripts translated into English).
- Complete and submit an Application for Admission (with all required health/immunization records) and the required registration/application fees.
- Be committed to Heritage Christian School's Mission and Statement of Faith.
- Reside with an English speaking parent or guardian. (Note: Heritage Christian School does not provide host homes, nor is Heritage Christian School responsible for placing International students with American families.)
- Heritage does not admit International students to the senior class unless they are coming from another U.S. school with enough units to be able to graduate.

The final step in the application process is a personal or phone interview with the International Student Director. If the student is accepted, all fees and tuition must be paid in full by July 8<sup>th</sup>, or ½ paid by July 8<sup>th</sup> and the other half by December 13<sup>th</sup>. Upon arrival in the United States, the applicant and the applicant's parent or guardian must schedule a meeting with the registrar, Mrs. Shawn Bristol to finalize the student's acceptance to Heritage Christian School.

Students applying for grades 9-12 may email or call to request an application packet: [sbristol@heritage-schools.org](mailto:sbristol@heritage-schools.org) or call 818-894-5742 ext 324 with any questions.

# HERITAGE CHRISTIAN SCHOOL HIGH SCHOOL

---

South Campus  
9825 Woodley Avenue  
Northridge, California 91343  
(818) 894-5742

---

## 2019-2020 Schedule of Tuition & Fees International Students New to Heritage Christian School

### **REGISTRATION FEE      \$500.00**

This fee is returned with enrollment papers and is non-refundable.

### **INTERNATIONAL STUDENT FEE      \$1,500.00**

**International Fee** - To be paid before the I-20 is to be issued. Refundable in full only if the student does not receive their visa or is not admitted to Heritage Christian School. There is a 50% refund if the student withdraws from enrollment prior to July 1<sup>st</sup>.

### **ANNUAL TUITION      \$17,600.00**

**Tuition includes Textbooks, Technology, and an exemplary Christian Education!**  
**Annual Tuition** is to be paid in full directly to the school by July 8, or 50% by July 8 and 50% by December 13 via cash, check or wire.

**Refunds:** The unused portion of prepaid tuition is refundable in full only if the student is asked to withdraw from Heritage Christian School.

### **OTHER FEES**

**Returned Checks:** \$30.00 for any checks returned unpaid

**Late Fees:** \$25.00 for late payment on any account

**Miscellaneous Expenses:** Other possible expenses are: school uniforms, before school and after school elective classes, P.E. clothes, P.E. locks, athletic team fees, choir outfits, cheer and drill team uniforms, consumable workbooks, materials fees for consumables in elective courses (art, photography, woodshop, etc.), detention, yearbook purchase, AP course fee, graduation fee, and other optional expenses. The cost of loaned textbooks is included in the tuition.

## International Students Application Instructions

To receive the I-20, there are two steps: (You must do steps A and B)

A. Apply: (Interview will be scheduled upon the acceptance of the following items)

1. Registration fee: **\$500.00** (non-refundable)
2. Completed International Student Application
3. Copy of **Passport** Page (must be valid for at least 6 months prior to entry)
4. **Transcripts** with official translation (subjects, hours and grades) Original in **English**, see Transcript Requirements
5. Test results from one of the following : TOEFL iBT, iTEP SLATE, ELTiS, or IELTS
6. Bank Statement proving financial ability of support for a full course of study
7. Immunization Record in English (must include dates)  
Please Note: Record must be sent at this time, and completed before leaving home country
8. International Student Admission Essays from the applying student completed in English

B1: Commit: (For the I-20 and acceptance letter to be processed and mailed)

1. Pay the international fee: \$1,500.00 (Refundable in full only if the student is not admitted to Heritage Christian School. 50% refund if the student withdraws from enrollment prior to July 1st.)

B2: Finish application process:

1. Go to the doctor to update any missing immunizations, if needed
2. If original documents not already submitted, send original documents of the application forms and Official Transcript (not copies)

C. Apply for Interview at Embassy for the Student Visa. Immediately notify school when a visa is approved or denied: email Mrs. Bristol at [sbristol@heritage-schools.org](mailto:sbristol@heritage-schools.org).

D. BEFORE ARRIVING IN THE U.S. (after visa is granted) the following must be completed:

1. Pay Tuition (add \$20.00 if wiring) -see schedule of tuition and fees
2. Athletic eligibility is limited to JV teams for first year high school students, unless enrolled through a California State CIF approved agency. For the list of CIF approved foreign exchange programs see [www.cifstate.org](http://www.cifstate.org)
3. Complete HCS Enrollment packet signed by parent
4. Submit completed Immunization record before arriving in the U.S.
5. Summit Official Transcript, original document, now including 2<sup>nd</sup> semester of the past school year

E. Arrival at School Procedures and Class Registration:

1. Fill out Address/Contact Information update form for Immigration and web purposes – must be accurate and current
2. Purchase school uniforms through uniform company (Link located on school website: [www.heritage-schools.org](http://www.heritage-schools.org))
3. Attend the International Student Orientation

**IMPORTANT: All non-immigrant international students enrolled in HCS must be on an F-1 student visa.** Never enter the United States on a tourist visa if you intend to attend school. If you enter on a B-1/B-2 visa to look at schools, make sure it says “Prospective Student” on the visa page.

**HERITAGE CHRISTIAN SCHOOL  
INTERNATIONAL STUDENT APPLICATION  
2019-2020 SCHOOL YEAR**

**1. New Student Information:**

Student Legal Name: \_\_\_\_\_ Grade Entering: \_\_\_\_\_

Student Nickname or English Name: \_\_\_\_\_ Sex: M / F Birthdate: \_\_\_\_\_

Citizen of (Country): \_\_\_\_\_ Passport Number: \_\_\_\_\_

Place of Issue: \_\_\_\_\_ Date of Issue: \_\_\_\_\_ Date of Expire: \_\_\_\_\_

Student Phone: \_\_\_\_\_ Student Email: \_\_\_\_\_

Permanent home address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Last School: \_\_\_\_\_  
Name Full Address Section/Providence Phone #/Fax #

**2. Family Information in Home Country:**

Father: \_\_\_\_\_ Mother: \_\_\_\_\_  
(Last) (First) (Last) (First)

(If Different from student)

Address \_\_\_\_\_  
Apt/House Section/Providence, Etc. City Country

Father work phone Father email Mother work phone Mother email

Father Occupation Father Employer Mother Occupation Mother Employer

**3. School Placement Agency Information:**

Agency Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
Building & Street Name City State (Country) Zip (Postal) Code

Primary Phone number Other Phone #'s Email Fax

Heritage Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded, or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletics and other school-administered programs.

**4. Guardian or Contact Person Information in the United States (if applicable):**

Name/s: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_  
Apt/House                      City                      State                      Zip                      Preliminary Phone contact number

Home Phone                      Home email                      Cell #                      Cell#

Other Emergency Contact                      Work Phone                      Work email                      Fax #

**5. Home Stay Placement Company Information (for all students not living with a blood relative)**

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Last (Family)                      First

Address: \_\_\_\_\_  
Building & Street                      City                      State                      Zip Code

Primary Phone number                      Other Phone/s                      Email                      Fax

**Information to be completed about the student:**

Has the student had any health related problems? \_\_\_\_\_ Explain: \_\_\_\_\_

Physical difficulties? \_\_\_\_\_ Explain: \_\_\_\_\_

Has student had any academic difficulties ? \_\_\_\_\_ Explain \_\_\_\_\_

Has student repeated a grade? \_\_\_\_\_ Reason: \_\_\_\_\_

Discipline problems? \_\_\_\_\_ Explain: \_\_\_\_\_

Truancy problems? \_\_\_\_\_ Explain: \_\_\_\_\_

Excess absence due to illness? \_\_\_\_\_ Explain: \_\_\_\_\_

Difficulty with civil authorities? \_\_\_\_\_ Explain: \_\_\_\_\_

Is the student on any medication? \_\_\_\_\_ Explain: \_\_\_\_\_

Please list the Performing Arts choice in order of preference, number 1-4: Art \_\_\_\_\_ Drama \_\_\_\_\_ Vocal music \_\_\_\_\_  
Instrumental Music (which instrument do you play) \_\_\_\_\_

Please list elective choice in order of preference, number 1-3: Computer \_\_\_\_\_ Newspaper \_\_\_\_\_ Yearbook \_\_\_\_\_

Please list Physical Education preference: Regular PE class \_\_\_\_ or Sports \_\_\_\_ (check all that apply below)

Cross Country \_\_\_\_ Tennis \_\_\_\_ Football (boys only) \_\_\_\_ Soccer \_\_\_\_ Cheer (girls only) \_\_\_\_

Baseball or Softball \_\_\_\_ Golf \_\_\_\_ Track and Field \_\_\_\_ Volleyball \_\_\_\_ Basketball \_\_\_\_ Swim \_\_\_\_

What church does the family attend? \_\_\_\_\_

Please explain why you want this student to attend Heritage Christian School. \_\_\_\_\_

How did you learn of Heritage Christian School? \_\_\_\_\_

## ACCEPTANCE CONDITIONS

**I/We understand that if \_\_\_\_\_ (print name of student) is accepted as an International Student at Heritage Christian School of Northridge, CA, the following conditions apply:**

1. I understand that I must meet the graduation requirements to receive a diploma. I must prove that all transfer credits meet HCS's standards (I may have to repeat a class and lose previous credit) and I must pass all required classes.
2. I understand that I must take a "full load" (7 classes per semester) in order to remain in status with my student visa.
3. I understand that placement in any honors or AP class will be determined by meeting prerequisite requirements of a 3.5 GPA in a previous semester and that the AP Exam is required.  
Decisions on appeals to any placement will be made by the Administration and become final.
4. I understand that I must abide by any Department of Homeland Security rules and obey the attendance, behavior, driving, guardianship, housing, and all other rules set forth by HCS. I will be dismissed from school if these requirements are consistently challenged or falsified.
5. I understand that any false information or failure to disclose academic, behavior, or emotional problems during the application/ admittance process may result in dismissal from school with no recourse and no refunds.
6. I understand that while I am a student at HCS, I am considered a minor. However, I must also abide by all rules and laws of the State of California, the United States of America, and the school—even if I am 18 or older.
7. I understand that my acceptance is for one year. My progress, effort, behavior, attitude and attendance will be evaluated yearly. HCS is not obligated to re-sign my I-20 to allow me to continue.
8. I understand that International students are not permitted to drive any motorized vehicle unless living with their parents or designated guardian from their home country.
9. I understand that I must remain with my Placement Agency while I am enrolled at HCS.

I/We have read, understand, and agree with the Parental Contract, including the Mediation and Arbitration Agreement

I/We have read, understand, and agree with the Schedule of Tuition and Fees terms and conditions.

I/We have read, understand, and agree with the Acceptance Conditions stated above.

I/We acknowledge that all documents, information and signatures are true and not falsified.

Enclosed is my application fee made payable to HCS, (\$500.00 U.S. dollars per student)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

## Transcript Requirements and Credit Information

### A. Official Transcripts are required of all students entering grade 9-12.

1. Grades 9-11: A copy of an officially STAMPED transcript will be accepted for initial screening.
2. Official Stamped transcripts must be included with the final application.
  - a. a stamped original-language transcript
  - b. a stamped officially-translated English-language transcript
3. NO reconsideration for past work will be given for ALTERED or CHANGED transcripts.
4. To play sports in 9-12, another official transcript must be submitted to CIF approved translators
5. Grade 12 students are only accepted if they have been attending another U.S. school in previous school year.

The following is for exceptional decisions:

Officially STAMPED transcripts must be with the application for initial screening

- a. a stamped original-language transcript
- b. a stamped officially-translated English-language transcript

If exceptional acceptance is granted, senior must take a full load (14 credits) for a HCS diploma.

Minimal college counseling/transcript assistance is available for senior transfer students.

6. All student must be under age 20 at time of graduation to be accepted.

### B. Grades 9-11 Credits: (all subjects taken must be verified as to hours and content)

#### 1. Out of Country transcripts:

- a. all accepted subjects will receive a "Credit" – not a letter or number grade.
- b. the maximum number of transfer credits for grade 9 is 7 classes ( 14 HCS credits) usually;
  - (i) EFL English
  - (ii) World History or a combination of a least 3 (usually geography, history and politics)
  - (iii) Math
  - (iv) Biology or Physical Science (combination of both physics and chemistry)
  - (v) ½ year credit Computer/Technology OR Fine Arts (2 semesters of the same art)
  - (vi) Foreign Language II (if educated in 1<sup>st</sup> language for 2 semesters through grade 9)
  - (vii) 1 full year Physical Education
- c. the maximum number of transfer credits for grade 10 & 11 is 7 classes per year (14 HCS credits)
  - (i) only clearly defined course work will be accepted as equivalent
  - (ii) hours in class per week or units of credit must be equivalent to HCS
  - (iii) unmarked /undefined subjects will receive a credit only
  - (iv) honors or AP grades issued by accredited institution receive letter grades
- d. all students must take a full load (14 HCS credits) to remain in SEVIS (I-20) status
- e. second semester grade 11 transfer students must go to summer school for US History

#### 2. Out of State Transcripts:

- a. all credits from regionally accredited schools will receive the letter grade issued
- b. all credits from any non-accredited school will receive "Credit" – not a letter of number grade
- c. all course work must be clearly defined to receive equivalent HCS credit

### C. Grade 12 Credits: (Grade 12 students not presently accepted) Exceptions only:

1. All Out of Country transfer rules above apply
2. All Out of State transfer rules above apply
3. All Official transcripts must be turned in with the application

### D. Charges for Transcript Requests:

1. For presently enrolled students applying to college, 1<sup>st</sup> three transcripts are free, each additional \$5.00
2. Special mailing charges will apply if mailing overseas. This needs to be paid in advance.

## ACADEMIC STANDARDS & TESTING REQUIREMENTS

### Graduation Requirements:

A student must accumulate 240 credits plus a minimum cumulative GPA of 2.0 to graduate from HCS. Half credit is awarded upon successful completion of one semester in one subject. Entering grade point average (GPA) must be 2.5 or higher.

### College Preparatory Curriculum:

This course of study prepares a student for entry into the University of California, the California State University system, and other private colleges and university (Christian included) systems. The student must maintain a GPA of 3.0 or higher.

- Four years of English: English 9, English 10, 11, and 12 or AP English Lang, AP English Literature
- Three year minimum of Mathematics: Geometry, Algebra I, Algebra II
- Two years of Science: 1 year of life science, 1 year of physical science
- Three years of Social Science: World History, U.S. History, Government/Economics.
- One year of Visual/Performing Art (both semesters must be the same course)
- One additional year in Math, Science, or Social Science
- Two years of Physical Education
- Bible each semester while attending Heritage Christian School
- Additional credits must be made up with academic or general electives
- Graduation credits will be determined by the year you entered a U.S. school

## FULFILLING THE ENGLISH LANGUAGE TESTING REQUIREMENTS

To succeed at Heritage Christian School students must demonstrate a level of English proficiency that will ensure success. Heritage requires that all International students, enrolling in regular education, demonstrate their level of English proficiency. The following are steps needed to meet this requirement.

1. Choose one of the tests below.

Company/Test	Website
iTEP Slate	<a href="https://www.itepexam.com/schedule-itep/schedule-a-test/">https://www.itepexam.com/schedule-itep/schedule-a-test/</a>
TOEFL Jr.	<a href="https://www.ets.org/toefl_junior">https://www.ets.org/toefl_junior</a>
ELTiS	<a href="http://www.eltistest.com/home/index.php">http://www.eltistest.com/home/index.php</a>
IELTS	<a href="https://www.ielts.org/en-us">https://www.ielts.org/en-us</a>
TOEFL	<a href="https://www.ets.org/toefl">https://www.ets.org/toefl</a>

2. Schedule the test to be taken before April 1st. This is to ensure you get the test results back in time for registration.

3. Submit the certified results to Heritage Christian. Test results may be submitted electronically or mailed to Heritage Christian. Test results submitted electronically should be submitted to the school's registrar: Shawn Bristol at [sbristol@heritage-schools.org](mailto:sbristol@heritage-schools.org). Results may also be submitted thru the mail to: Heritage Christian School, 9825 Woodley Avenue, Northridge, CA 91343 Attention: Shawn Bristol

4. Test results will be measured against the scale below for acceptance:

Grade Level	TOEFL	TOEFL Jr.	ELTiS	IELTS	Itep Slate
8th	45	745	217	5.5	3.5
9th	50	791	222	6	3.5
10th	60	791	227	7	4.0
11th	70	850	232	7.5	4.5

Any questions regarding results may be sent to: [richmond@heritage-schools.org](mailto:richmond@heritage-schools.org)

**HERITAGE CHRISTIAN SCHOOL**  
DESIGNATED GUARDIAN IN THE UNITED STATES

**All International students must have a Designated Guardian.**  
**(The designated guardian is usually NOT the American host family)**

**For a Designated Guardian in the United States (appointed by student's parents in home country)**

**REQUIREMENTS:**

1. Must be at least 25 years old.
2. Must speak English.
3. Must be acquainted with American customs and educational systems.
4. Must live in the continental United States and be able to take physical responsibility for the student within twelve (12) hours of notification of a problem, if parents are not in residence.
5. Must speak the student's and parent's first language.
6. Must be well-known by the parents or the contracted sending agency.

**RESPONSIBILITY:** Must maintain communications between parents, school, and host family concerning student.

1. Help counsel and decide academic, living, medical and/or behavior questions, deficiencies, or problems.
2. Assume responsibility of student within 12 hours if student is dismissed from Heritage Christian School or any home stay (if participating) program, if parents are not in USA residence.
3. Sign for a minor or an 18-year-old student who is given permission by the parents in the home country to take the driving test and/or drive any motorized vehicle.
4. Assume physical custody if student drives...meaning student **MUST** live with the designated guardian.
5. Must keep in contact with the HCS international office—including the following:
  - Approve major schedule changes.
  - Approve any home stay changes and follow all notification procedures.
  - Keep informed by email, website and RenWeb of student's progress and school activities.
  - Immediately notify school of all changes in contact information (student, parent, guardians, etc.)

**A. Parents appoint DESIGNATED UNITED STATES GUARDIAN** for student \_\_\_\_\_  
(Student's Name)

Guardian Name \_\_\_\_\_ Relation \_\_\_\_\_  
(Appointed USA Guardian's Name and Information)

Address \_\_\_\_\_ Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ FAX \_\_\_\_\_

**B. Guardian and Parents read and sign:**

- I have read the above requirements and responsibilities of the Designated Guardian for International students of HCS. I accept responsibility for \_\_\_\_\_ as appointed by his/her parents \_\_\_\_\_.  
(Student's Name) (Student's Parents' Names)
- I understand that if the student is dismissed from school or the agency, I will be notified and will assume physical custody of the student within twelve hours of notification.
- I understand that if the parents allow the student to drive a motorized vehicle, I will assume all responsibility, residency of student, and show proof of insurance for the student driver.
- I understand it is my responsibility to keep informed of student's progress, course selections, and school events.
- I understand it is my responsibility to keep informed and notify school of all contact information changes.

\_\_\_\_\_  
(Signature of Designated Guardian) (Print Designated Guardian Name) (Date)

\_\_\_\_\_  
(Signature of Parent of student) (Print Parent of Student Name) (Date)

**HERITAGE CHRISTIAN SCHOOL**  
**PARENTAL CONTRACT**  
**2019-20 School Year**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_  
Student's Name \_\_\_\_\_ Grade \_\_\_\_\_  
Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

The following contract between Hillcrest Christian School a California nonprofit corporation dba Heritage Christian School (hereinafter "Heritage") and \_\_\_\_\_ hereby states:

(Parent's/Guardian's Names)

1. I/We understand that enrollment and re-enrollment at Heritage is by invitation only. Strict adherence to the Parent/Student Handbook is required for continued enrollment. Current enrollment and attendance at Heritage does not guarantee or create a right of re-enrollment for subsequent school years.
2. I/We understand that Heritage requires its students to comply with conduct standards as set forth in the Parent/Student Handbook. I/we agree that we will do our utmost to encourage and support my/our child to adhere to these standards and will provide the family support as required by the Family Support and Cooperation Policy set forth in the Parent/Student Handbook.
3. I/We understand the general philosophy of education, and agree with the purpose and intent of Heritage.
4. I/We agree with the standards of conduct and discipline and grant authority to the teacher and administration to discipline my/our child(ren) when necessary. I/We understand that any use of illegal substances, profanity, obscenity, immorality, bullying behavior, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school are not tolerated by Heritage.
5. I/We will support the school by my/our involvement at school-sponsored meetings and activities, including parent/teacher/administration conferences.
6. I/We understand that my/our failure to report psychiatric counseling, any prescribed program of medication, or involvement with law or juvenile authorities may be cause for immediate disenrollment.
7. I/We will uphold the spiritual emphasis of Heritage by allowing our child(ren) to attend chapel services on campus and to receive Bible class instruction.
8. I/We agree to cooperate and faithfully support the school and its ministry through prayer and with a positive attitude. All grievances, complaints, or comments will be made only for constructive purposes and in all cases will be made first directly to the teacher, administrator, or person involved and, in no case, repeated to others including my/our child(ren) or other parents. I/We further agree to follow the Biblical principles for resolving all grievances with the school and its staff and to strictly adhere to the Complaints and Criticisms Policy as set forth in the Parent/Student Handbook.
9. I/We agree to uphold and support the academic standards of the school by providing a place at home for my/our child(ren) to study and by giving my/our child(ren) encouragement in the completion of homework and assignments.
10. I/We agree to pick up my/our child(ren), or make arrangements to do so, should any problems arise concerning illness/health-related problems or because of behavior problems.
11. I/We give permission for my/our child(ren) to participate in all school activities and school sponsored field-trips, including permission to be transported to activities.
12. I/We understand and agree to pay tuition and fees according to the terms of the financial policy as stated on the 2019-2020 Tuition Payment Information sheet, the 2019-2020 Tuition Schedule, and the current Parent/Student Handbook.
13. I/We understand there are financial fees and assessments which may be charged to each student's general account. I/We agree to pay all amounts due on a timely basis and to keep our child(ren)'s general account current.
14. I/We understand there is no supervision for our child(ren) before or after the hours as specified in the current Parent/Student Handbook. We will not allow our child(ren) to be on campus before or after official hours without supervision.
15. I/We further agree that any claim or dispute between us arising from or related to this Parental Contract shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the Mediation and Arbitration of Disputes Agreement. I/We agree that this Mediation and Arbitration of Disputes Agreement shall provide the sole remedy for any dispute arising between me/us, my/our children, and the school or its employees or agents and do hereby waive, on behalf of myself/ourselves and my/our children, the right to file any legal action against the school or its employees or agents in a civil court or agency, except as otherwise provided in the Mediation and Arbitration of Disputes Agreement.
16. I/We have discussed the current Parent/Student Handbook with our children and have emphasized the importance of abiding by the policies, rules and provisions contained therein. I/We acknowledge that I/we have been provided with a copy of the current Parent/Student Handbook. I/We have carefully read, understand, and agree to be bound by all of the doctrines, policies, rules and provisions contained therein. I/We further understand that a new Parent/Student Handbook is issued at the beginning of each new school year. I/We further understand that as a condition to my/our child(ren)'s continued enrollment at the school, I/we are required, within ten (10) school days of my/our receipt thereof, to provide the school with a written acknowledgment, signed by both parents/guardians, that I/we have read and understand the contents thereof and agree to be bound by its provisions. I/We acknowledge that failure to return this written acknowledgment will cause my/our child(ren) to be suspended until received by the school office.

I/We are the parent(s) or legal guardian(s) with the custodial rights of the student(s) listed above and have the legal right to sign this Parental Contract and by my/our signature(s) hereto, agree to these conditions and obligations.

Signature of Father (Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Mother (Guardian) \_\_\_\_\_ Date \_\_\_\_\_

## MEDIATION AND ARBITRATION OF DISPUTES

1. Hillcrest Christian School, a California nonprofit corporation dba HERITAGE CHRISTIAN SCHOOL (the "School") is a Christian institution which believes that the Bible commands individuals to make every effort to live at peace and resolve disputes with one another in private and within the parameters set by the Christian Church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the School, and the parents, legal guardians, and legal representatives of its students (hereinafter the parties) agree that except as expressly exempted from these provisions, any and all claims or disputes which would otherwise be the basis for legal or court action, which arise from or are related to the School and its operation, including all aspects of a student's relationship with the School, its administrators, faculty, and staff, shall be settled by biblically based mediation and, if necessary, legally binding arbitration.
2. The parties hereto agree to mediate any dispute or claim as above described arising between them before resorting to arbitration. Mediation is a process by which parties attempt to resolve a dispute or claim by submitting it to an impartial, neutral mediator, who is authorized to facilitate the resolution of the dispute, but who is not empowered to impose a settlement on the parties.
3. The mediation shall be conducted in accordance with the Guidelines for Christian Conciliation Rules of Procedure of the Institute for Christian Conciliation, a division of Peacemakers Ministries (or its successor), which can be found at <http://peacemaker.net/project/guidelines-for-christian-conciliation>. The mediation shall be conducted at a location in the San Fernando Valley, as determined under the **Rules of Procedure**. The parties to the dispute may mutually agree to the selection of an alternative method of mediation and/or a mutually acceptable alternative mediator to resolve the dispute.
4. If any party commences an arbitration or court action based on a dispute or claim to which the mediation provision applies without first attempting to resolve the matter through mediation, then in the discretion of the arbitrator(s) or judge, that party shall not be entitled to recover attorney's fees, even if they would otherwise be available to that party in any such proceeding.
5. The parties hereto agree that any dispute or claim in law or equity arising between them which is not settled through mediation, as above provided, shall be decided by neutral, binding arbitration and not by court action, except as provided by California law for judicial review of arbitration proceedings.
6. The dispute shall be submitted to legally binding arbitration in accordance with the **Rules of Procedure** promulgated by the Institute for Christian Conciliation, and judgment upon the arbitration award may be entered in any court having jurisdiction. In the event the arbitrator or arbitrators selected pursuant to the **Rules of Procedure** above described decline to act, either party may submit the dispute to arbitration which shall be conducted in accordance with the Rules of either ADR Services, Inc. (ADR) or Judicial Arbitration and Mediation Services, Inc.- Endispute (JAMS/Endispute). The selection of ADR or JAMS/Endispute shall be made by the party first filing for arbitration. The parties to an arbitration may agree in writing to use different rules and/or arbitrator(s). The cost of mediation and/or arbitration shall be governed by the Rules of Procedure. The parties shall have the right to discovery in accordance with Code of Civil Procedure Section 1283.05. In all other respects, the arbitration shall be conducted in accordance with Part III, Title 9 of the California Code of Civil Procedure. Judgment upon an arbitration award may be entered in any court otherwise having jurisdiction.
7. Exempted from the provisions of these mediation and arbitration provisions is the collection of monies due the School for tuition or other charges. Such collections may be enforced directly by legal action. The mediation and arbitration provisions created herein are not intended and do not give parents, guardians, or other legal representatives standing to arbitrate matters arising from the administration and implementation of the School's educational functions. Also exempted from the provisions of this Mediation and Arbitration of Disputes Agreement are any disputes which by law are required to be resolved by a governmental agency or are by law expressly exempted from arbitration.
8. If a dispute or claim involves an alleged injury or damage to which the School's insurance applies, the School's insurer may elect not to submit the dispute or claim to mediation or arbitration as described in this Agreement, in which event unless the parties otherwise agree, this Mediation and Arbitration of Disputes Agreement shall no longer be binding with regard to that part of the dispute or claim to which the School's insurance applies. Except as otherwise provided herein, the parents, legal guardians and legal representatives of their student agree that this Mediation and Arbitration of Disputes Agreement shall provide the sole remedy for any dispute between them, their children, or students, and the School and do hereby waive, on behalf of themselves, their children and students, the right to file any legal action against the School in a civil court or agency, except to enforce an arbitration award.

I/We have read the Mediation and Arbitration of Disputes Agreement printed above and agree to be bound thereby.

Signature of Father (Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Mother (Guardian) \_\_\_\_\_ Date \_\_\_\_\_

# HILLCREST CHRISTIAN SCHOOL dba HERITAGE CHRISTIAN SCHOOL

North Campus: 17531 Rinaldi Street, Granada Hills, CA 91344 - Phone (818)368-7071 Fax (818)363-4455

South Campus: 9825 Woodley Avenue, Northridge, CA 91343 - Phone (818)894-5742 Fax (818)892-5018

## Emergency Treatment Authorization for Treatment of a minor (one form for each child) We call 911 For All Major Emergencies

I/we, the undersigned, parent(s) or guardian of \_\_\_\_\_,  
birthdate \_\_\_\_\_, grade \_\_\_\_\_ (a minor), do hereby agree and authorize:

(a) In the event my child suffers sudden illness, accident, or injury, I/we give permission and authorize Hillcrest Christian School a California nonprofit corporation dba Heritage Christian School (hereinafter "Heritage") its agents and representatives, to provide emergency aid and to provide or authorize such emergency transport and medical treatment that is deemed necessary by a paramedic, emergency medical technician, physician, or dentist (health professional). In the event hospital treatment is deemed advisable by the licensed health professional, and the school is unable to reach the parents or legal guardian or the emergency contact listed below, I/we authorize the hospital, or urgent care facility most accessible at the time of accident or during the illness, to administer such x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital or temporary emergency care deemed advisable. Emergency care may be rendered under the general and special supervision of any physician and surgeon on the medical staff of said hospital or emergency care facility, whether such diagnosis or treatment is rendered at the hospital or emergency medical facility or at the office of the physician; and

(b) It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of Heritage, its agents and employees, to give specific consent to any and all such diagnosis, treatment or hospital care which the aforementioned licensed health professional, in the exercise of his/her best judgment, may deem advisable.

(c) In the event of a major disaster, earthquake, fire, etc., I authorize Heritage, its agents and employees, to use its discretion in evacuation procedures and care of my child. They may, at their discretion, release my child to travel home by his/her usual method of transportation. That method is: \_\_\_\_\_

**OR** \_\_\_\_\_ Car pool with, Student-driven vehicle driven by, Walking, Bicycle  
\_\_\_\_\_ DO NOT release my child except to an adult authorized below as an emergency contact.

(d) It is further understood that a completed original of this Emergency Treatment Authorization signed by each parent or guardian having custodial rights is required to be on file with the school as a condition for enrollment and/or participation in any school activity or event. It is further understood that it is my/our responsibility as the custodial parent or guardian to ensure that the information on this form is current. I/we further understand and agree that unless I/we complete and file a more current Emergency Treatment Authorization, Heritage and the medical professionals referred to herein shall be entitled to rely on the information and authorization contained herein.

### Parent or Legal Guardian: (please print)

Name \_\_\_\_\_ Relationship to student \_\_\_\_\_  
Daytime Phones: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_  
Cell ( ) \_\_\_\_\_

Name \_\_\_\_\_ Relationship to student \_\_\_\_\_  
Daytime Phones: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_  
Cell ( ) \_\_\_\_\_

### Emergency contacts other than parent or guardian listed above: (please print)

Name \_\_\_\_\_ Relationship to student \_\_\_\_\_  
Daytime Phones: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_  
Cell ( ) \_\_\_\_\_

Name \_\_\_\_\_ Relationship to student \_\_\_\_\_  
Daytime Phones: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_  
Cell ( ) \_\_\_\_\_

Name \_\_\_\_\_ Relationship to student \_\_\_\_\_  
Daytime Phones: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_  
Cell ( ) \_\_\_\_\_

Continued on Reverse

Student's Physician- Health Care Organization: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Medical Insurance Company/ HMO: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Child's Medical Record Number: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Subscriber's Name: \_\_\_\_\_ Subscriber's Policy Number: \_\_\_\_\_

### PROOF OF INSURANCE

Please note that all students who participate in sports are required to have a parent consent form and proof of insurance in order to participate.

### HEALTH RECORD

Medical conditions that should be considered in case of needed emergency treatment:

Date of last Tetanus Shot \_\_\_\_\_ MUST PROVIDE A DATE. "ON FILE" OR "CURRENT" NOT ACCEPTABLE.

Any activity restrictions? \_\_\_\_\_ Explain \_\_\_\_\_

Check if your child has had the following and give details below:

\_\_\_\_ Heart Trouble \_\_\_\_ Diabetes \_\_\_\_ Asthma \_\_\_\_ Epilepsy/Seizures \_\_\_\_ Allergies  
\_\_\_\_ Other medical conditions \_\_\_\_\_

My child is allergic to the following medications, bee stings, or has other allergic reactions: \_\_\_\_\_  
\_\_\_\_\_

My child takes medication on a daily basis \_\_\_\_\_ What kind? \_\_\_\_\_ How much? \_\_\_\_\_

How often? \_\_\_\_\_

**The North Campus is unable to distribute any medication unless a physician signed release is on file.  
The South Campus will not dispense medications; but personal medication will be stored for student self-administration.  
When students are off campus, Heritage is not responsible to distribute any medication.**

**Mediation/Arbitration:** I/We further agree that any claim or dispute arising from or related to this Emergency Treatment Authorization or the aid or treatment given to my child shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the Mediation and Arbitration of Disputes Agreement as set forth in the Parent-Student Handbook and in the Parental Contract which is incorporated herein by reference and was delivered to you with your signed copy of the Parental Contract. I/We agree that this Mediation and Arbitration of Disputes Agreement shall provide the sole remedy for any dispute arising between me/us, my/our children, and the school or its employees or agents and do hereby waive, on behalf of the undersigned and my/our children, the right to file any legal action against the school or its employees or agents in a civil court or agency, except to enforce an arbitration decision.

Print Name \_\_\_\_\_ Relationship to Minor \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Relationship to Minor \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:** It is your responsibility to keep the information contained in this authorization current. In the event you need to change or update the information, you are required to complete a new original of this Emergency Treatment Authorization which may be obtained from the school office or downloaded from the school's website.

# International Student Admission Essays

## Student Information—Student's Essays

Student—In your own words, respond to the following essay questions, introducing yourself. Keep in mind that this will be our first impression of you. Provide as much detail as possible. These essays must be written in English and signed by the student.

1. **Describe yourself. Tell about an important accomplishment of special interest. Tell about your strengths and weaknesses and likes and dislikes.** (What activities do you enjoy? Have you received awards in any of these areas? What things do you find easy or difficult? Do you like or dislike certain foods, animals, treatment of other people, etc.?)
2. **Describe your family and home.** (Introduce your family members. What are their names, ages, and occupations? What is your home like? Do you have your own room, or do you share your room with others? Where in your house do you study? How far is your home from your school? Do you drive, ride a bus or a bicycle, or walk to school?)
3. **Describe your involvement in a faith community.** (Do you go to church? How do you participate? Why do you participate?)
4. **Describe a typical day at school.** (How many subjects do you take? What are they? How long are the classes? What is your daily schedule during the school year? Start with when you wake up and discuss only one typical day's schedule.)
5. **Describe what you do in your free time.** (Do you spend time with friends or family? How do you spend your free time?)

