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International Student Application Procedure

Thank you for your interest in Heritage Christian Academy. Heritage's greatest reason to exist is to fulfill the mandate given by God to raise our children in a manner that honors Him and prepares them for success in the future. To that end, our **mission statement** is:

To offer Authentic Faith, Academic Excellence and a Nurturing Environment

HCA also exists to provide an academic education that will prepare our children for post-secondary success. Therefore, we are focused on preparation to perform well at the university level and in the globally competitive employment market. Thus it is our vision that...

We equip and nurture students to be servant leaders with a Christian Worldview
who will impact their world for Christ.

The application procedure is as follows:

- Review HCA Family Handbook to become familiar with the policies/procedures of Heritage Christian Academy. A copy of the handbook may be downloaded off the website www.heritagechristian.info
- Tour our school by appointment and pick up application.
- Return to the school office the appropriate paperwork as listed below.
- **All emailed documentation must come in the form of a PDF, including photographed images.**
 - The ***TYPED*** application stating the student's preferred name while studying in the United States.
 - Complete **two** references for elementary grades K-6 and **three** for the secondary grades 7-12. Give the first two reference forms to a former teacher or a pastor or youth leader, and the third reference to the person of your choice. Ask them to promptly fax, mail or bring in the completed forms. They may also be emailed to sbelmarez@heritagechristian.info
 - IEP, 504 or Individual Academic Plan
 - **Proof of Medical Insurance**
 - **Copy of passport**
 - **Grades 1-8: a copy of the most recent report card and previous year. *English translation please.***
 - **Grades 9-12: transcript of classes taken in grades 8-12. *English translation please.***
 - Home school students: a list of classes, textbooks, and grades for each grade level
 - Immunization records
 - Birth Certificate
 - Photo and Family Directory Exemption Form
 - Emergency Medical Release Form
 - A non-refundable application fee of \$45
 - Grades K-12: a non-refundable testing (if required) fee of \$20.
- When all of the above is received in the office, the administrator will contact the family for an interview.
- The HCA office will notify the family concerning acceptance.
- After acceptance the family will need to meet with the Finance Director to complete the following forms:
 - The official registration forms
 - A non-refundable Family Registration Fee (FEF) for new families. Please refer to the Tuition and Financial Policies Sheet for FEF prices.