

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.

Contact: 2506 Zurich Drive, Fort Collins, CO 80524 970-494-1022 Fax 970-494-1025

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
 - **Immunization Exemptions must be processed through the CDPHE and a copy of proof provided to Heritage.** [Vaccine exemptions | Department of Public Health & Environment \(colorado.gov\)](http://vaccine.exemptions | Department of Public Health & Environment (colorado.gov))
 - 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.



INTERNATIONAL STUDENT APPLICATION

A. Student Information

Name (First) _____ (Middle) _____ (Last) _____
Preferred name _____
Country of Birth _____ Country of Citizenship _____
Date of Birth _____ Age _____ Grade entering _____ Male _____ Female _____

B. Student's Parent Information

Father's Name _____
Phone _____
Street Address _____ Province/District _____
City _____ Country _____ Postal Code _____

Mother's Name _____
Phone _____
Street Address _____ Province/District _____
City _____ Country _____ Postal Code _____

C. US Guardian Information

Guardian's Name _____
Address _____ City _____ State _____ Zip Code _____
Home Phone _____ Work Phone _____ Cell Phone _____
Employer _____ Occupation _____
Employer Address _____ City _____ State _____ Zip _____

Guardian's Name _____
Address _____ City _____ State _____ Zip Code _____
Home Phone _____ Work Phone _____ Cell Phone _____
Employer _____ Occupation _____
Employer Address _____ City _____ State _____ Zip _____

D. Email Information

HCA uses email as a main source of communication. Please list the most frequently checked emails. Indicate parent or guardian.

E-mail Address _____ Father ____ Mother ____ Guardian ____
E-mail Address _____ Father ____ Mother ____ Guardian ____

E. I-20 INFORMATION

Student's Full Name _____

Grade _____

Date of Birth _____

City of Birth _____

Country of Birth _____

Father's Name _____

Mother's Name _____

Primary Email Address _____

Please fill out the information below for the person responsible for receiving the I-20. This information is to ensure the I-20 is sent to the correct address.

The cost of postage will be billed to the student account.

Name (as it appears on passport) _____

Address _____

Phone _____

Name _____

Address _____

Phone (include Country Code) _____

Work Phone (include Country Code) _____

F. Personal Information

Is the student or guardian acquainted with anyone attending Heritage Christian Academy? _____ If yes, whom? _____

In order of priority, please list and explain three (3) reasons why you as parents are seeking admission to Heritage Christian Academy:

1)

2)

3)

Guardian and Parent Testimony (Tell us what being a Christian means to you.)

Guardian:

Parent:

Church Information

Does your family attend church? _____

Church attending _____ Pastor _____

Address _____ City _____

Does the student attend regularly? _____ Involvement: _____

G. Character Development

Parents, please respond on the following, giving us an idea of how you view your child. Check the applicable boxes using #4 as the strongest and #1 as the weakest.

QUALITIES	1	2	3	4
OBEDIENCE: responds willingly and immediately to wishes of authority				
RESPECTFULNESS: shows esteem and honor for God, others, self and toward property				
SELF-CONTROL: keeps hands to self; controls talking, emotions and behavior				
RELIABLE: is trustworthy and dependable in word and deed				
COURTEOUS: is polite, kind, considerate, gracious, patient, forgives, shares				
ATTENTIVENESS: pays careful attention; listens fully				
DILIGENCE: has steady energetic effort; makes good use of time; completes tasks and gets work in on time				
NEATNESS: is clean, organizes and cares for personal possessions, work and appearance				

H. Student Academic Profile

What are the student's academic strengths?

What are the student's academic weaknesses?

Has the student ever been recommended for testing, tested and/or diagnosed for any of the following? Check all that apply. If any are checked, please explain the situation below giving specific information.

Attention Deficit Disorder Speech/language impairment
 Dyslexic Hearing impairment
 Hyperactivity Visual impairment
 Learning disability Other: _____

Explanation of the above condition(s):

Has the student received special academic help (such as tutoring) or a modified curriculum? If so, please describe.

Please complete the following information regarding the school the student last attended

Name of School Dates Attended

Has your child been suspended or dismissed from any school? _____ If yes, please explain.

List any activities in which the student has participated or any awards received.

List any community involvement.

I. Student Testimony

Do you have a personal relationship with Jesus Christ? _____

Explain your relationship with Jesus Christ and how it influences the decisions you make and the friendships you have.

I am applying to Heritage Christian Academy because:

Do you wish to enroll for one year only? _____ If you would like to attend additional years, please explain.

HERITAGE CHRISTIAN ACADEMY

STATEMENT OF COOPERATION

The concept of the school and home working together is not a new one, but it is vital to the Christian growth and development of your student. As we understand one another and work together, the Lord can do great things in the life of your student and in the life of the school.

There are some key areas in which we must cooperate:

1. In sending your student to Heritage, it is important that you realize we are seeking to provide an **excellent education** for them. We believe in testing, giving homework assignments and requiring students to be diligent workers. Your support in this area and your encouragement of your student will become a positive reinforcement to them.
2. The **attitude**, which your student has toward the school, is also a vital area. If a conflict or problem arises, please encourage your student to meet with the teacher. If not appeased, feel free to schedule a parent-teacher meeting. This approach promotes responsibility and averts complaining about the standards of Heritage Christian Academy. If things need to be corrected, we want to provide the necessary opportunities whereby you and the school can work toward successful solutions.
3. **Respect** is important in the Christian life. Respect for parents, teachers, peers, and those in authority is vital to proper thinking in the Christian life. We, therefore, expect respect and consideration from our students and parents and will seek to make this reciprocal. When people lose respect for one another, it breaks down communication and hinders confidence. When we respect one another, we will be able to discuss problems rationally and constructively. Matthew 18:15-22 teaches us the principle of how to properly handle complaints and offenses. Respect for property that does not belong to us is also extremely important. We would like each parent to stress with their students the need for taking care of equipment and refraining from marring or in any way being destructive to school and church property.
4. At Heritage, we believe in **discipline** that seeks to help students develop responsibility for their own actions. Steps that may be used to elicit proper behavior include prayer, sharing Biblical mandates, firm reprimands, detentions, restriction of activities, suspension, probation, and possibly expulsion. Your signature on this form authorizes us to use disciplinary action, as it seems wise and necessary for your student. We are committed to keep you abreast regarding such procedures.
5. During the normal course of the year, many forms, slips, papers, and reports will be sent home. It is extremely important that **report cards and special forms** needing your signature be signed and returned promptly. Your cooperation in this area is important. Notices will be sent for failure of the student to return such forms on time. If you have delayed the return of such a form for a particular reason, please contact us concerning the matter.

In the above statements, we were not able to list all the rules and regulations, but we have sought to emphasize the areas that will develop a good relationship between the school and home. It is imperative that the school and home are in agreement concerning the philosophy and goals of educating and molding the life of a student. In signing this document you are agreeing to adhere to the policies and decisions of Heritage Christian Academy.

Our office is always available if you have a question or problem.

Parent/Guardian Signature(s)

Date

Student Signature (4th–12th grade)

Statement of Non-Discrimination

Heritage Christian Academy admits students of any race, color, national and ethnic origin to all the rights privileges, programs, and activities generally accorded or made available to students at the school

HERITAGE CHRISTIAN ACADEMY

STUDENT LIFESTYLE STATEMENT

Heritage Christian Academy (HCA) is a religious, non-profit Christian school representing Jesus Christ. HCA expects students in grades 4 – 12 to ***have an understanding and testimony of the impact of Jesus in their life. It is our desire at HCA, for the instruction and nurturing environment of our institution to produce the fruit of confession (Ro 10:9-10), boldness (1 Tim 4:12), and submissiveness in the disciple-making process (Luke 6:40).*** Students will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. A student is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with fellow students or school staff.

The HCA Statement of Faith and Cooperation expects students to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct includes, but is not limited to, sexual harassment, promiscuity, homosexual behavior or any other violation of the unique roles of male and female. (Rom. 1:21-27; I Cor. 6:9-20). HCA believes that biblical marriage is limited to a covenant relationship between a man and a woman. HCA students will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result disciplinary action or, in some cases, expulsion. It is the goal of HCA that each student will have a lifestyle where "...He might have the pre-eminence." Col. 1:18.

ATHLETIC LIFESTYLE STATEMENT

Heritage Christian Academy (HCA) is a religious, non-profit Christian school representing Jesus Christ. HCA expects student athletes in grades 6 – 12 to ***have an understanding and testimony of the impact of Jesus in their life. It is our desire at HCA, for the instruction and nurturing environment of our institution to produce the fruit of confession (Ro 10:9-10), boldness (1 Tim 4:12), and submissiveness in the disciple-making process (Luke 6:40).*** Student athletes should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. A student athlete is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with fellow student athletes, coaches, or school staff.

The HCA Statement of Faith and Cooperation expects student athletes to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct includes, but is not limited to, sexual harassment, promiscuity, homosexual behavior or any other violation of the unique roles of male and female. (Rom. 1:21-27; I Cor. 6:9-20). HCA believes that biblical marriage is limited to a covenant relationship between a man and a woman. HCA student athletes will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result disciplinary action or, in some cases, expulsion from the team. It is the goal of HCA that each student athlete will have a lifestyle where "...He might have the pre-eminence." Col. 1:18.

Parent Signature

Print Name

HERITAGE CHRISTIAN ACADEMY

STATEMENT OF FAITH

1. God is self-existent, infinite, sovereign, the source of all truth and life. He is the Triune God: God the Father, God the Son, and God the Holy Spirit. Genesis 1:1; 1 Kings 8:27; Psalm 90:2, 115:3; John 14:6; Matthew 28:19
2. God is the Creator and Sustainer of the universe. Through creation He reveals His eternal power, infinity, diversity and divine nature. Creation is the general revelation of God. Genesis 1:1-23; Romans 1:20
3. The Lord Jesus Christ is God the Son. He is to have the preeminence in all things. The Lord Jesus, the expressed image of God the Father, is the only Savior of the world and the only mediator between God and man. Christ was born of a virgin. He was crucified, buried, and rose bodily from the grave. Christ will come again to establish His kingdom. Colossians 1:15-18; John 14:3, 6; 1 Timothy 2:5; Luke 1:34-38; Matthew 1:23, 3:17; 1 Corinthians 15:3-4
4. The Holy Spirit is God the Spirit sent by the Father to mankind. He is the Spirit of Truth sent to teach truth and to guide mankind into all truth. He convicts individuals of their disobedience to God; He presents the righteousness of Christ and convicts the world of the judgment at the cross. The Holy Spirit works in the unbeliever's life to bring him to Christ and to give new life. The Holy Spirit indwells the believer enabling him to obey God in the process of conforming him to Christ. John 14:16-17, 16:7-13; 1 Corinthians 6:19
5. The Bible is truth, the Living Word, the specific revelation of God to man. The Bible is inerrant, complete and is the final authority over man. Through the Scriptures man can have knowledge and wisdom about God, life and himself. John 17:17; 2 Timothy 3:16-17; 2 Peter 1:3; Romans 15:4; Matthew 5:18
6. God created man in His own image, after His likeness, for His glory. In his original state man had communion and fellowship with God. Man chose to disobey God. Disobedience to God is sin; thus sin entered the world. This resulted in man's separation from God, eternal death being passed on to subsequent generations and an imposed curse upon the rest of creation. Because of his sin nature, man omits God and thereby fails to relate himself and his knowledge to God. Genesis 1:26, 3:1-6; Romans 1:24-28, 5:12, 8:22-23
7. Man is given new life and is brought back into a proper relationship with God by personally trusting Jesus Christ the Lord, who shed His blood in payment for sin. An individual is redeemed by God's grace through faith, not works or service. 2 Corinthians 5:17; Romans 5:1-11; Ephesians 2:8, 9; Titus 3:5
8. The believer matures into Christ-likeness as he submits to the Holy Spirit and obeys the Word of God. Being Christ-like is evidenced by the fruit of the Spirit, righteous living and good works. Maturing in Christ is a process evidenced by continual growth. Romans 8:29; 2 Corinthians 3:18; Galatians 5:22, 23; Ephesians 2:10; 2 Timothy 3:16-17
9. Prayer is the vital communion between God and man, enabling man to talk with God and to worship Him. Through prayer God's power and grace are made available to the believer. Philippians 4: 6,7; Matthew 6:9-15; James 1:5
10. Christ has established the church and is its Head. Individuals are to be related to a local church for Christian worship, instruction, fellowship and service. Ephesians 5:23; Hebrews 10:24-25

I have read the doctrinal statement and supporting Scriptural references and affirm the convictions therein.

Parent Signature

Date



International Student Reference Form

Name of Student Grade Entering _____ Address _____

Name of Reference _____ Relation to Student _____ Phone Number _____

Relationship to Applicant (circle one): **Pastor** **School Teacher** **Family Friend** **Other** _____

The above applicant who has applied for admission to Heritage Christian Academy listed your name on an application form. Heritage is a non-denominational Christian school located in Fort Collins which includes pre-kindergarten through 12th grade. Please complete the form below and return to the appropriate HCA office at your earliest convenience.

Please check the applicable boxes using #4 as the strongest and #1 as the weakest

	1	2	3	4	N/A
<i>Character and Behavior</i>					
<i>Relationship to peers</i>					
<i>Relationship to teachers, adults, sponsors, etc.</i>					
<i>Academic ability</i>					
<i>Explain English reading, writing and speaking abilities</i>					
<i>Response to discipline and/or guidance</i>					

II. Please comment in regard to this applicant's:
STRONG POINTS

WEAK POINTS

III. Do you have personal knowledge or information that the applicant has used or has been involved in any of the following? Please check if you do.

- Smoking
 Drinking alcohol
 Using non-prescription drugs
 Destroying private or public property
 Fighting, bullying or over-aggressive behavior

IV. Do you recommend that we consider this applicant for admission to Heritage?

Yes
 No
 Hesitate
 Not sure or do not know enough about them.

Signature of person completing form _____

Phone _____

Date _____

Email: sbelmarez@heritagechristian.info

Mail: 2506 Zurich Drive, Fort Collins, Colorado 80524

Fax: 1-970-494-1025



International Student Reference Form

Name of Student Grade Entering _____ Address _____

Name of Reference _____ Relation to Student _____ Phone Number _____

Relationship to Applicant (circle one): **Pastor** **School Teacher** **Family Friend** **Other** _____

The above applicant who has applied for admission to Heritage Christian Academy listed your name on an application form. Heritage is a non-denominational Christian school located in Fort Collins which includes pre-kindergarten through 12th grade. Please complete the form below and return to the appropriate HCA office at your earliest convenience.

Please check the applicable boxes using #4 as the strongest and #1 as the weakest.

	1	2	3	4	N/A
<i>Character and Behavior</i>					
<i>Relationship to peers</i>					
<i>Relationship to teachers, adults, sponsors, etc.</i>					
<i>Academic ability</i>					
<i>Explain English reading, writing and speaking abilities</i>					
<i>Response to discipline and/or guidance</i>					

II. Please comment in regard to this applicant's:

STRONG POINTS

WEAK POINTS

III. Do you have personal knowledge or information that the applicant has used or has been involved in any of the following? Please check if you do.

- Smoking Drinking alcohol Using non-prescription drugs
 Destroying private or public property Fighting, bullying or over-aggressive behavior

IV. Do you recommend that we consider this applicant for admission to Heritage?

Yes No Hesitate Not sure or do not know enough about them.

Signature of person completing form Phone Date

Email: sbelmarez@heritagechristian.info
Mail: 2506 Zurich Drive, Fort Collins, Colorado 80524
Fax: 1-970-494-1025



International Student Reference Form

Name of Student Grade Entering _____ Address _____

Name of Reference _____ Relation to Student _____ Phone Number _____

Relationship to Applicant (circle one): **Pastor** **School Teacher** **Family Friend** **Other** _____

The above applicant who has applied for admission to Heritage Christian Academy listed your name on an application form. Heritage is a non-denominational Christian school located in Fort Collins which includes pre-kindergarten through 12th grade. Please complete the form below and return to the appropriate HCA office at your earliest convenience.

Please check the applicable boxes using #4 as the strongest and #1 as the weakest.	1	2	3	4	N/A
<i>Character and Behavior</i>					
<i>Relationship to peers</i>					
<i>Relationship to teachers, adults, sponsors, etc.</i>					
<i>Academic ability</i>					
<i>Explain English reading, writing and speaking abilities</i>					
<i>Response to discipline and/or guidance</i>					

II. Please comment in regard to this applicant's:
STRONG POINTS

WEAK POINTS

III. Do you have personal knowledge or information that the applicant has used or has been involved in any of the following? Please check if you do.

- Smoking
 Drinking alcohol
 Using non-prescription drugs
 Destroying private or public property
 Fighting, bullying or over-aggressive behavior

IV. Do you recommend that we consider this applicant for admission to Heritage?

Yes No Hesitate Not sure or do not know enough about them.

Signature of person completing form _____ Phone _____ Date _____

Email: sbelmarez@heritagechristian.info
Mail: 2506 Zurich Drive, Fort Collins, Colorado 80524
Fax: 1-970-494-1025

PREVIOUS SCHOOL INFORMATION
1ST - 12TH GRADE

STUDENT NAME _____

DOB _____

NAME OF PREVIOUS SCHOOL _____

IS YOUR STUDENT CURRENTLY ENROLLED _____ GRADE _____

HAS YOUR STUDENT BEEN FORMALLY WITHDRAWN _____

DATE OF WITHDRAWAL _____ GRADE AT TIME OF WITHDRAWAL _____

SCHOOL ADDRESS:

STREET _____

CITY _____

STATE _____ ZIP CODE _____

PHONE NUMBER _____

HERITAGE CHRISTIAN ACADEMY
PHOTO AND FAMILY DIRECTORY PERMISSION/EXEMPTION

Unless otherwise notified, Heritage Christian Academy uses photos of our students in social media posts, on the website, in-house communications (emails and Heritage Happenings), and for printed promotional materials. Our students are generally not identified by name, but may on occasion be referred to by first-name only.

Please include photos of my child(ren) in the following media or publications:

- Print media (brochures, posters, handouts)
- In-house publications (Heritage Happenings, parent emails)
- Website & Social Media (Facebook, Twitter, Instagram)

Family Name _____

Student Name(s) _____

Please share our contact information with HCA families.

Check the contact information you would care to share:

Email _____

Phone _____

EXEMPTIONS

Please **DO NOT** include photos of my child in the following media or publications:

- Print media (brochures, posters, handouts)
- In-house publications (Heritage Happenings, parent emails)
- Website & Social Media (Facebook, Twitter, Instagram)

Please **DO NOT** share our contact information.

Family Name: _____

Student(s)' name and grade:

Parent Signature: _____ **Date:** _____

Heritage Christian Academy
Emergency/Medical Release Form
School Year _____



Student Name _____

Grade _____ **Birthdate** _____

I give permission for my student to take part in all school activities, premises, and absolve the school from liability to me or my student because of any injury to my student at school or during any school activity. I also grant permission to the school administration or school employee to take whatever steps they deem necessary in an emergency if I cannot be reached. This may mean administering first aid, obtaining assistance of a doctor, or going to the emergency room of a hospital.

Parent/Guardian Signature

Date

PLEASE FILL OUT ONE FORM, IN ITS ENTIRETY, FOR EACH CHILD.

These forms are used individually for field trips or any event or activity that takes place away from HCA campus.

List any physical or chronic health conditions as well as any allergies (including food, medications, seasonal)

Does your child need to medicate during school hours? _____ **If yes, please see office for form and more details.**

Child's Doctor _____ **Doctor's phone** _____

Father's Name _____ **Email** _____

Cell _____ **Land line** _____ **Work** _____

Home Address _____

Mailing Address _____

Mother's Name _____ **Email** _____

Cell _____ **Land Line** _____ **Work** _____

Home Address (if different) _____

Mailing Address (if different) _____

Emergency and/or pick up authorization if parent(s) cannot be reached. These contacts will reflect the current school year. All previous contacts will be deleted. Keep in mind that you may add/delete contacts throughout the school year.

1. _____ Relationship _____ Phone _____ Pick up? Yes or No

2. _____ Relationship _____ Phone _____ Pick up? Yes or No

3. _____ Relationship _____ Phone _____ Pick up? Yes or No