



International Student Guidelines and Requirements 2012-2013

- Prince of Peace Christian School fills out the I-20 form after the \$1,000.00 application fee (\$350 for PS students) is paid. The one-time application fee is payable upon submission of initial application and is non-refundable unless we are not able to accept the student after reviewing academic testing, grades and English proficiency or the student is unable to obtain a visa. In those circumstances 90% of the application and registration fees will be refunded, as well as 100% of any tuition paid. Student takes form to embassy.
- It is recommended that applications be submitted by February 1, for the next school year with an August start. We are able to occasionally welcome a new student in January after the semester break if the student has been studying in America at another school, if their English is very good, and they want to transfer their I-20. Students wishing to come for the 2nd semester should apply no later than October 31.
- Upon acceptance, tuition and annual registration fee (\$1,000) must be paid in full, in one payment. 2012-13 rates are: \$9,400 for Preschool; \$11,000 for K-5th grades; \$12,000 for 6th-8th grades; \$13,000 for 9th-12th grades. Tuition is non-refundable; however, tuition insurance may be purchased. Preschool students will not pay an additional registration fee.
- Tuition must be paid for a full year, even if the student leaves for a period of time and then returns to school. If student comes for the beginning of the 2nd semester, tuition will be one-half of the annual tuition (application fee remains \$1,000; registration for the 2nd semester will be \$500).
- Each I-20 student, grades 6-12, must live with his/her family, family member, or a host family (**to be arranged by the student's family**). At least one adult in the home should have satisfactory English skills in order to communicate with the school.
- Students, Preschool-5th, must live with a parent. Both the student and at least one parent should have satisfactory English skills.
- Each student's family is responsible for transportation to and from school.
- Each I-20 student must be a full-time student while enrolled at Prince of Peace Christian School.
- The student must complete an English Language Proficiency exam and have results sent to Prince of Peace. The test choices and websites to gain information are listed below:
 - TOEFL – Test of English as a Foreign Language www.ets.org/toefl/index.html
 - SLEP – Secondary Level English Proficiency www.ets.org/slep
 - SSAT – Secondary School Admission Test www.ssat.org

Students must be proficient enough in the English language to fully participate and communicate in the classroom. They are allowed to use an electronic translator both during testing and in the classroom.

Prince of Peace will also arrange for a computer-SKYPE phone interview with the school principal. We make the phone connection between 7 and 8:00 a.m. Texas time which generally translates to a 8-10 pm overseas call.

- If it is determined that the student's English proficiency is not sufficient for them to attend POPCS at this time, or we do not have space available, other options might be available until POPCS enrollment is possible/available. The POPCS Admissions Director will be able to share that information.

- Academic Requirements: Academic Requirements: Each student will take an academic test to be coordinated by the POPCS Admissions Director. If the student is able to get permission from a teacher in his/her current school to proctor the test, the test can be sent via email to the teacher. It is printed and the student is allowed approximately one hour to take the test in a monitored classroom. When completed, the student returns the test to the teacher, to be scanned it and attached to an email, then returned to POPCS for scoring. The student is able to use a translating device and to write in the test booklet but all answers are placed on a “fill in the bubble” multiple choice answer sheet. The test itself will be shredded.
- Credits from home country can go toward graduation requirements, with transcript translated into English and containing credit/unit and grade, as long as the student takes at least six classes required for graduation while enrolled at Prince of Peace Christian School.
- High School Students must inform Prince of Peace Christian School about graduation and post-high school plans.
- Application Materials and Check List:
 - School enrollment application, with \$1,000.00 application fee.
 - Proof of guardian relationship.
 - Academic Transcript for all high school classes (students in grades 9-12) or report cards and achievement test scores (students in K-8th), with certified English translations, including units or credits earned for each class and a grading scale.
 - Copy of valid passport and immunization records (including dates)
 - English Language Proficiency test results
 - Personal interview, either done in person, internet, or via the phone with the Principal
 - Letter or reference from a Math and an English teacher, translated into English
 - All application materials, including application fee, must be received prior to consideration.
 - Prior to the first day of school, students must provide proof of health insurance.
 - TAPPS form for Foreign Students must be submitted.
 - POPCS must receive a copy of the student’s VISA.
- Reenrollment of International students should take place in January of each year for the following school year. The annual registration fee for International Students is \$1,000.00, plus tuition, which must be paid in full upon reenrollment. If the student is not reenrolled by January 31 for the next school year, he/she will lose priority as a current student and a new student could be accepted in his/her place. If positions are filled before the student is re-enrolled, he/she will not be able to continue at Prince of Peace for the next school year.
- Students and their host parents are to be responsible for keeping government documents such as the I-20 safely stored and available with their passports. When the student is preparing to travel out of the country, he/she should come to the Admissions Office and ask for an I-20 for travel purposes. Both the I-20 and the student’s passport are necessary when the student prepares to return to Prince of Peace.