



Address: 2506 Zurich Drive, Fort Collins, Colo. 80524  
Phone: 970-494-1022 | Fax: 970-494-1025  
[www.heritagechristian.info](http://www.heritagechristian.info)

# 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](http://www.heritagechristian.info)
- Tour our school by appointment and pick up application.
- Please complete **two** references for elementary grades and **three** for the secondary grades.
- 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.
- Return to the school office the appropriate paperwork as listed below:
  - The **TYPED** application stating the student's preferred name while studying in the United States.
  - **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
  - Medical release form
  - Subject Release Form
  - A non-refundable application fee of \$30
  - Grades K-6: a non-refundable testing (required) fee of \$20. Testing may be requested for grades 7-12.
- 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.



**HERITAGE**  
CHRISTIAN ACADEMY

20 \_\_\_\_\_ to 20 \_\_\_\_\_ Grade Entering \_\_\_\_\_  
Date \_\_\_\_\_ Application Fee \_\_\_\_\_

# 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 \_\_\_\_\_

E-mail Address: Primary \_\_\_\_\_ Secondary \_\_\_\_\_

**Mother's Name** \_\_\_\_\_ Phone \_\_\_\_\_

Phone \_\_\_\_\_

Street Address \_\_\_\_\_ Province/District \_\_\_\_\_

City \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_

E-mail Address: Primary \_\_\_\_\_ Secondary \_\_\_\_\_

## 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 \_\_\_\_\_

E-mail Address: Primary \_\_\_\_\_ Secondary \_\_\_\_\_

**Guardian's Name** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address: Primary \_\_\_\_\_ Secondary \_\_\_\_\_



## E. Church Information of Guardians

Does your family attend church? \_\_\_\_\_

Church attending \_\_\_\_\_ Pastor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Does the student attend regularly? \_\_\_\_\_ Involvement: \_\_\_\_\_

## F. 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				

## G. Student Academic Profile

What are the student's academic strengths?

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What are the student's academic weaknesses?

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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  
 Dyslexic  
 Hyperactivity  
 Learning disability

Speech/language impairment  
 Hearing impairment  
 Visual impairment  
 Other: \_\_\_\_\_

Explanation of the above condition(s):

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

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

Name of School

Dates Attended

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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.

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List any community involvement.

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## H. 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.

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I am applying to Heritage Christian Academy because:

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

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## HCA 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 (4<sup>th</sup> –12<sup>th</sup> 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

## 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.*

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*Parent Signature*

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*Date*

## 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 be born-again Christians (Rom. 10:9-10; I Tim. 4:12; 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.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Print Name

**I understand that occasionally children in/attending activities and during the course of the regular school day may be photographed for the yearbook and promotional pieces. I do NOT want my child to be included in Heritage Christian Academy publications or used on the website.**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**





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## International Student Reference Form

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**Name of Student** **Grade Entering** **Address**

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**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.

**How would you evaluate the applicant on the following? Please comment.** Excell. Good Fair Poor No Info

<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



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## International Student Reference Form

<b>Name of Student</b>	<b>Grade Entering</b>	<b>Address</b>
<b>Name of Reference</b>	<b>Relation to Student</b>	<b>Phone Number</b>

**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.

**How would you evaluate the applicant on the following? Please comment.** Excell.   Good   Fair   Poor   No Info

<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



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## International Student Reference Form

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**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.

**How would you evaluate the applicant on the following? Please comment.** Excell. Good Fair Poor No Info

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<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

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- 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

# 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

**In case of emergency, and parents cannot be reached:**

1. \_\_\_\_\_ Phone \_\_\_\_\_

2. \_\_\_\_\_ Phone \_\_\_\_\_

**Adults authorized to pick my child up from HCA:**

1. \_\_\_\_\_ Phone \_\_\_\_\_

Dad's Work \_\_\_\_\_ Cell \_\_\_\_\_

Mom's Work \_\_\_\_\_ Cell \_\_\_\_\_

Doctor \_\_\_\_\_ Phone \_\_\_\_\_

**List physical or health factors regarding your child:**

\_\_\_\_\_  
\_\_\_\_\_

**List any allergies:** \_\_\_\_\_

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

2. \_\_\_\_\_ Phone \_\_\_\_\_

## SUBJECT MODEL RELEASE FORM

The undersigned hereby consent to use by *Heritage Christian Academy* of my name, likeness, picture, photograph or quotation in all forms and manner for educational, instructional, advertising, or promotional purposes\ without consideration to the undersigned, and I hereby waive any right to insert or approve the finished version or any written copy that may be used in connection therewith.

\*Siblings who *do not* have consent to publish likeness \_\_\_\_\_

**Family Name** \_\_\_\_\_

Student name(s) \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

Date \_\_\_\_\_

**Students 18 years or older:**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### PHOTO EXEMPTION

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

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

Child/Children's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FAMILY DIRECTORY PERMISSION

Heritage publishes a family directory yearly for purchase. The cost is \$5. The contact information included is a home phone number, which could be your cell number, home and email address. Also included will be your child (s) name and grade.

**The directory is sold to HCA FAMILIES ONLY and is to be used for contact/informational purposes only. If at any time you feel your information was wrongly used, please contact the HCA Administration immediately.**

If you would like to be included in the directory please provide the information below:

Name (s) \_\_\_\_\_

Home address \_\_\_\_\_

Phone number \_\_\_\_\_

Email \_\_\_\_\_

Child \_\_\_\_\_ Grade \_\_\_\_\_

Child \_\_\_\_\_ Grade \_\_\_\_\_

Child \_\_\_\_\_ Grade \_\_\_\_\_

Child \_\_\_\_\_ Grade \_\_\_\_\_

Child \_\_\_\_\_ Grade \_\_\_\_\_

Child \_\_\_\_\_ Grade \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_