



INTERNATIONAL STUDENT APPLICATION

September 2019 - June 2020

Columbia Christian School is authorized to issue I-20 forms to qualifying international students for F-1 student visas. An international student wishing to apply to Columbia should submit the following by August 1st for fall semester or by January 7th for spring semester:

- Completed International Student Application form**
- Signed Standards of Conduct Agreement and Student Releases**
- Evidence of English proficiency**, one of the following scores is required from 9th-12th grade students to demonstrate ability to be successful in high school classes (Columbia Christian does not have an ESL program):
 - ELTIS score at least 225
 - IELTS score at least 6
 - iTEP score at least 3.5
 - SLEP score at least 50
 - TOEFL score at least 500 (PBT) or 70 (IBT)
- Educational records/transcripts translated in English**
- Bank statement showing funds to cover educational costs for one school year**
- Copy of passport**
- Application fee**
 - \$125 non-refundable fee, to be applied to the registration fee upon acceptance
 - Payment may be made by mailing a check payable to "Columbia Christian School" or by wiring funds (add \$20 wire fee, contact the office for bank account information: ccs@columbiachristian.com)
- Skype Interview**: once required documents are submitted and application fee is paid.
- Letter of Recommendation (for Transfer Students)**

Upon acceptance, the following items are required to secure student placement:

- Medical Insurance Form**
- Immunization Record**
- Payment of the non-refundable registration and I-20 fee**
 - For the 2019-2020 school year, the total is \$1,100 (\$500 for registration and \$600 for I-20 fee)
 - Payment may be made by mailing a check payable to "Columbia Christian School" or by wiring funds (add \$20 wire fee, contact the office for bank account information: ccs@columbiachristian.com)

If an international student wishes to be placed with a host family arranged by Columbia, he or she should complete and submit the Student Profile for Host Families. The cost for a host family for the academic year (September 1 - June 15) is \$8,000 and includes housing, meals, and transportation. Early arrivals and late departures will cost \$30 per day. There is no discount for students arriving late or departing early.

- Tuition Payment** 6th-8th grade: \$11,000 and 9th-12th grade: \$11,500
 - Payment of tuition and host family fee is due at least two weeks before the first of attendance.

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STANDARDS OF CONDUCT September 2019 - June 2020

SCHOOL The student on a Student Visa must attend school regularly and obey all school rules. The student is expected to show an interest in his/her schoolwork and make an effort to do their best. Columbia may recommend or require a language tutor in order to help a student succeed in class.

SCHOOL FEES All fees including, but not restricted to, registration, I-20, tuition, and host family fee, are nonrefundable, in the event that the student is withdrawn or dismissed from school for:

- Failure to keep their agency contract
- Failure to follow behavioral expectations
- Failure to meet academic contract expectations or other academic reasons

ABSENCES & TARDIES Host families must call 503-252-8577 or email ASiler@columbiachristian.com by 8:00 am if a student will be late or absent. Failure to notify the school will result in an unexcused absence on the student's record. Please see Student and Parent Handbook for further guidelines.

CELL PHONES Students must have a U.S. cell phone number for host parents to contact them after school and on weekends. Student cell phones should not be used during class or passing periods. The school retains the right to access content on a student's phone (including pictures or texts). If unsuitable material is found on the phone, appropriate disciplinary measures will result. Columbia and the host family have the right to limit and/or revoke cell phone privileges when in the student's best interest.

INTERNET AND EMAIL iPads and laptops are to be used for school work only, and must be approved by each teacher. Students must respect and abide by host family and school rules in the use of computers, Internet, online gaming, and email. The host family may determine the amount of time a student uses a computer at home. Viewing pornography of any kind is strictly forbidden.

AGENCIES If an international student is admitted through the services of an agency, that student must fulfill their contract obligations to that agency. Although an agent is not required for a student to enroll at Columbia, the school will not take on the role of agent, act as guardian, or assume responsibilities for a student outside normal school activities. If a family chooses to terminate an agent contract, the student's enrollment at Columbia Christian will be reevaluated by school administration.

HEALTHCARE It is the responsibility of the agency or natural family to secure insurance coverage for their child. Columbia does not provide health insurance, but can provide some information for students to purchase health insurance. Please see the link on the International page of the website. (See International Student Standards of Conduct, Liability Release page 3) There are also some ISP agencies online that provide this.

STUDENT ACADEMIC CONTRACTS In the event that a student fails a course at the end of a term, following school notification of failure to achieve academic compliance, the agency, family, and host family will be contacted via email with an explanation of current grades and condition of return.

- Student must pass all courses in the following term.
- Students with late or missing work will be placed on an academic contract.
- Students on academic contracts may not have any unexcused absences or tardies.

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- Students must continue tutoring support to ensure completion of all class work. This will be arranged in consultation with Mrs. Banks. If there are any additional fees required for tutoring, the natural family will make arrangements to cover the expenses.
- **Please Note:** If the student does not meet these expectations by the conclusion of the first grading term following the contract communication, he/she will be asked to voluntarily withdraw from Columbia and there will not be any refund of fees paid. This includes tuition, registration, I-20, and hosting fees.

HOST FAMILIES International students must live with an approved relative or host family for the duration of their studies at Columbia. Columbia locates host families; agencies approve host families - students do not choose.

- Students remain with the host family placement for the duration of their program at Columbia
- Requests to change host families are made through the school and Host Family Coordinator.
- Extenuating circumstances will be reviewed by the school administrators, the host families, the natural parents, and agency.
 - The student's agency/family is to provide a letter detailing the extenuating circumstances for requesting a student be moved to a new host family.
- **Please Note:** In the event that a student is moved from the Columbia host family by the agency or natural family (which must be in consultation with and approved by the Columbia administration) the fee will remain with the Columbia host family.

HOST FAMILY REGULATIONS Each host family has rules and regulations which help them to function effectively. It is imperative that each student makes every effort to understand his/her family expectations. Each student must be respectful of his/her host family and the rules that govern the household. The host family must approve all activities and at all times must know where the student is, with whom, and when the student will return.

TRANSPORTATION It is the responsibility of the host family to transport the student to and from school. This could include driving, carpooling, or providing bus passes. If a student wants to go places other than school activities, 24 hours advance notice to the host parent is required. Some agencies prohibit the use of Uber; please check with your agent.

VISITS FROM RELATIVES AND FRIENDS Visits from relatives and friends are permitted. Permission from the host family must be obtained in advance if visitors want to stay with the student in the host home.

TRAVEL Students will be permitted to travel while in the host country when approved by the host family and Columbia. For travel outside of the U.S., the issuing school must sign the I-20 form before travel is permitted. Please see <https://www.ice.gov/sevis/travel> for more information.

WORK AND JOBS It is against the law for an exchange student to hold a job or seek employment. Exceptions to this may be baby-sitting, lawn mowing or other odd jobs which might be offered to the student by his/her host family or the host family acquaintances.

MONEY Each student is responsible to purchase his or her own personal items, clothing, entertainment, etc. Students are responsible for their own spending money and Columbia is not responsible for any lost or stolen money. No student may lend or borrow money from their host family.

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BANK ACCOUNT Host families are not allowed to sign for a student's bank account. The student's natural parents must set up a local bank account for their student's personal funds.

CURFEW International students must abide by Oregon State Law:

- Under 18 weekday curfew: 10:15 PM in the City of Portland
- Under 18 weekend curfew: 12:00 AM in the City of Portland
- Students over 18 must still abide by house rules

DRIVING Because of the danger involved and the lack of liability and insurance coverage, under no circumstances may a student drive a motorized vehicle for which an operator's license is required.

HITCHHIKING Students are not permitted to hitchhike as it is extremely dangerous.

PASSENGER IN A VEHICLE International students are not allowed to ride in vehicles with other students unless specific consent is obtained from the natural parents through their agency or directly from the natural parents. International students are not allowed to ride in a car with anyone that the host family does not know personally, and are not permitted to ride with any person under 21 who is not a member of the host family. Requests for driving exceptions may be pre-approved by the host family coordinator who will explain what kind of documents are needed.

SEX The exchange experience is not intended to be a time in which romantic attachments are formed. It is extremely important that the student's moral behavior is above reproach at all times. If it is found that a student is involved in a sexual relationship while attending Columbia, the student will be sent home at the natural parent's expense. If it is found that a student is pregnant or has caused a pregnancy, that student will be dismissed from the school, and sent home immediately at the natural parent's expense.

DRINKING The purchase, possession, and/or use of alcoholic beverages, including beer and wine, are forbidden.

SMOKING Purchase, possession, receiving, distributing, and/or use of tobacco products, including vaping, are forbidden.

DRUGS Columbia students are prohibited from using marijuana, vape products, or any other products that are illegal for minors. *If you suspect a student is partaking in any of these products please let the host family coordinator know right away.* Any student purchasing, possessing, receiving, distributing, and/or using any illegal drugs will be sent home at the natural parent's expense. Further, no student association is to be maintained with anyone involved with illegal drug use in any way.

LAW VIOLATIONS If a student admits to a criminal law violation, or is arrested and charged, or if reliable information is received that the student will be arrested and charged, the student will be returned to his/her home country as soon as legally possible at the natural parent's expense. Students are expected to obey all laws of the host country, state, city, community, and school.

FINAL AUTHORITY Students must respect all decisions made by Columbia and abide by the Student Handbook. Columbia reserves the right to dismiss a student from the school should the student violate school policies or for other disciplinary problems. Student that are dismissed will be expelled from Columbia and there will not be any refund of fees paid. This includes tuition, registration, I-20, and hosting fees.

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STANDARDS OF CONDUCT AGREEMENT

We, the student and parent or legal guardian, have read and understand Columbia Christian's International Student Standards of Conduct. We have also read and understand the school's Student and Parent Handbook. We agree to obey these rules and understand that disobeying them will result in the student's dismissal from the school and being returned to his/her home country at the natural parents expense. We understand and agree that the participant will be subject to Columbia Christian School authorities and teachers and that he/she must follow the rules set forth by the Columbia Student Handbook and the Host Family with whom he/she lives. Funds paid to the school for the student's registration, I-20 fee, tuition, and host fees are non-refundable. My signature acknowledges that I understand and accept these policies.

Student Signature _____ Date _____

Parent or Legal Guardian Signature _____ Date _____

TRAVEL AUTHORIZATION

I/We authorize Columbia Christian School and my/our child's Host Family to allow my/our child to travel, within guidelines as established by Columbia and their Host Family.

Parent or Legal Guardian Signature _____ Date _____

LIABILITY RELEASE

We the undersigned as the student, and the parent(s) or legal guardian(s) of the student, hereby release Columbia Christian School, its Board of Directors, staff, and volunteers from any and all current and future claims, charges, costs and/or causes of action for loss of property, personal injury, illness, accident or death sustained by the student whether covered by insurance or not. We further understand and agree we are responsible for any loss, damage, or injury caused by the student while attending Columbia Christian School.

As the parent(s) or legal guardian(s) of the student, we agree to supply our child with money to cover his/her needs and expenses for the duration of his/her exchange program and return home. We understand and agree that Columbia is not responsible for my/our child's money or personal property, whether lost or stolen. Further, we understand and agree that should there be a geographical move of my/our child, for any reason whatsoever, the cost of transportation shall be borne by the student.

We grant Columbia permission to use photographs, or any other materials in which the student may appear, for promotion or publicity of the school.

Student Signature _____ Date _____

Parent or Legal Guardian Signature _____ Date _____

EMERGENCY CONTACT

Local Emergency Contact: #1 Full Name

Relationship

Phone Number

Local Emergency Contact: #2 Full Name

Relationship

Phone Number

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MEDICAL INFORMATION AND TREATMENT RELEASE

By signing below, we agree that we assume all risk for death, injury, or personal loss to our child(ren) at school, school-sponsored events, and any time on campus. Further, we will forever hold harmless Columbia Christian School, its employees, and representatives against loss, damage, or expense from any and all claims, demands, or actions that may be brought against any or all of the said parties because of accident or occurrence.

In an emergency, Columbia Christian Schools and/or my/our child's Host Family has my permission to provide medical care (including First-aid and CPR), and to call an ambulance or to take my student to any available physician or hospital at my expense and to obtain medical treatment for my student. In most emergencies, 911 is called and the student is transported to the nearest hospital and seen by the doctor on call. (Parents are always notified as soon as possible.)

I/We also grant Columbia Christian School and his/her Host Family, all necessary permissions to act as legal guardians, especially in emergencies, whether medical or other, including surgical operations or any other treatment.

This Medical Release Authorization also grants permission to release information regarding my/our child in order to receive any and all inoculations or immunizations required by federal, state and/or school authorities. This authorization shall be valid for the entire duration of attendance at Columbia. All medical expenses will be the responsibility of the natural parents.

Student Signature _____ Date _____

Parent or Legal Guardian Signature _____ Date _____

Does the student have allergies? No Yes Please list details: _____

Please list any other health problems, including instructions for providing care (attach additional page):

Please list all medications your student takes on a continual basis (attach additional page):

OVER-THE-COUNTER MEDICATION ADMINISTRATION

PLEASE NOTE: All prescription medications the student will take at school must be turned into the school office with a current Prescription Medication Administration Authorization form.

For administration of over-the-counter medication during school hours (not applicable to extended care):

I authorize the school to administer over-the-counter medications (during school hours) such as acetaminophen, ibuprofen, antacid, and allergy medicine.

I DO NOT authorize the school to administer over-the-counter medication.

Please list any restrictions to permission: _____

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STUDENT INFORMATION

Application Date

Need an I-20

If you need an I-20, date needed

Application for Full academic year (10 months) Fall Semester (Sept.-Jan.) Spring Semester (Jan.-June)

First Name

Middle Name

Last Name

Preferred Name

Address

City

Country

Postal Code

Home Phone including country code

Date of Birth (month/day/year)

Birth Country

Country of Citizenship

Student Email Address

Male

Female

What (if any) religion do you practice?

Grade Entering

1

2

3

4

5

6

7

8

9

10

11

12

PARENT/GUARDIAN INFORMATION

Father's Name

Mother's Name

Address (if different from student)

Address (if different from student)

City

City

Country

Postal Code

Country

Postal Code

Phone Number

Yes No

Phone Number

Yes No

Alternate Phone Number

Speaks English

Alternate Phone Number

Speaks English

OTHER INFORMATION

Yes No

Will you need a host family?

Native language

Years of studying English

How long do you plan to attend Columbia?

Expected arrival to Portland (month/day/year)

Expected start (school) date (month/day/year)

Name of person responsible for tuition, fees, and host family payments

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PERSONAL INFORMATION

Full Name _____

Date of application (month/day/year) _____

Describe the reason you want to study abroad. _____

Living in a foreign country can be difficult. Why do you feel you are mature enough to live in a foreign country? _____

Why do you want to live with a host family? _____

What do you expect from your Host Family relationship? What can you contribute to this relationship? _____

What do you want to learn from a host family? _____

How close do you want to be to the school? 5-10 minutes 10-20 minutes Any

Are you looking for an urban or rural setting? Do you care? _____

Most American families have a pet either in or outside of their home. Do you like animals? Yes No

Do you have any special diet or food restrictions? Allergies? _____

ACTIVITIES & INTERESTS

 In this section, place an "X" in the box in front of your interests. Give details as needed.

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Playing Sports
_____ | <input type="checkbox"/> Camping
<input type="checkbox"/> Bicycling
<input type="checkbox"/> Martial Arts
<input type="checkbox"/> Skateboarding
<input type="checkbox"/> Skiing
<input type="checkbox"/> Snowboarding
<input type="checkbox"/> Sailing
<input type="checkbox"/> Surfing
<input type="checkbox"/> Windsurfing
<input type="checkbox"/> Debating
<input type="checkbox"/> Drama/Acting | <input type="checkbox"/> Singing
<input type="checkbox"/> Dancing
<input type="checkbox"/> Playing instrument(s)
<input type="checkbox"/> Music-Listening
<input type="checkbox"/> Computers
<input type="checkbox"/> Video Games
<input type="checkbox"/> Going to Movies
<input type="checkbox"/> Board Games
<input type="checkbox"/> Traveling
<input type="checkbox"/> Photography
<input type="checkbox"/> Visiting Museums | <input type="checkbox"/> Gardening
<input type="checkbox"/> Cooking
<input type="checkbox"/> Crafts
<input type="checkbox"/> Writing
<input type="checkbox"/> Drawing
<input type="checkbox"/> Painting
<input type="checkbox"/> Reading
<input type="checkbox"/> Other

_____ |
| <input type="checkbox"/> Watching Sports
_____ | | | |
| <input type="checkbox"/> Running
<input type="checkbox"/> Hiking
<input type="checkbox"/> Fishing | | | |

PERSONALITY

 In this section, place an "X" in the box by the personality traits you believe describe you.

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Active
<input type="checkbox"/> Bright
<input type="checkbox"/> Curious
<input type="checkbox"/> Friendly
<input type="checkbox"/> Humorous
<input type="checkbox"/> Independent | <input type="checkbox"/> Intelligent
<input type="checkbox"/> Mature
<input type="checkbox"/> Motivated
<input type="checkbox"/> Open
<input type="checkbox"/> Optimistic
<input type="checkbox"/> Organized | <input type="checkbox"/> Patient
<input type="checkbox"/> Quiet
<input type="checkbox"/> Realistic
<input type="checkbox"/> Reliable
<input type="checkbox"/> Reserved
<input type="checkbox"/> Respectful | <input type="checkbox"/> Responsible
<input type="checkbox"/> Shy
<input type="checkbox"/> Spontaneous
<input type="checkbox"/> Studious
<input type="checkbox"/> Talkative |
|--|---|---|---|

What other information would you like to share about yourself? _____
