



## *International Student Admission Procedures*

### **STEP ONE** – Pre-admission requirements (must be completed to receive permission to apply).

1. Submit the applicant's academic transcripts (in English) for the current year and the two preceding years. These should be forwarded to the school's admissions specialist.
2. Submit a 1 to 2-page essay about the applicant. This essay (in English) should be hand-written, by the student, and should be forwarded to the school's admissions specialist.
3. After review of the applicant's transcripts and essay, the applicant will have an initial, face-to-face interview with a school administrator for an English skills assessment. Because Killian Hill does not provide instruction in functional and conversational English (i.e. ESL classes), your applicant must possess a mastery of English that provides functional literacy for our classroom environment. His or her vocabulary, reading comprehension, and conversational skills should allow him or her to be immersed in our regular classroom environment, without language assistance. Please note that video / audio recordings are generally not permitted as a substitute for the face-to-face interview.
4. A favorable review will permit the applicant to proceed to STEP 2. Applicants requiring an initial status I-20, must complete STEP 1 by June 1st for the upcoming school year.

### **STEP TWO** – Formal Admissions

1. Submit the required application forms and questionnaires. These forms are provided in an admission packet made available through the school offices and are available online at [www.khcs.org](http://www.khcs.org) (click on admissions/tuition fees). New I-20 applicants (not transfer I-20 applicants) must submit their admission forms by July 1st for the upcoming year.
  - a. Students entering 7th-11th grades must complete their admission testing and interviewing at Killian Hill Christian School.
  - b. Applicants must submit the annual application fee and the non-refundable testing fee at the time the application is submitted.
  - c. Both fees are due before or at the time of testing.  
Please note: in accordance with the regular admission procedures of Killian Hill Christian School, students are not allowed to repeat a grade if they have been promoted from that grade by their previous school. Additionally, KHCS has specific age limits for each grade and applications are not accepted if the applicant's age falls outside of the grade's specified age limits.
2. Once all paperwork has been received by the school and your applicant has completed their admission testing and final admission interview, the administration will determine if your applicant's admission request is accepted or denied. If your student is accepted, you will be charged two years tuition at the current tuition rate. The payment of the two year's tuition will be due prior to being issued the I-20. Applicants requiring an initial status I-20, must complete STEP 2 by July 15th for the upcoming school year. The second payment will be applied to the senior year tuition with the balance of that year's tuition being due at the beginning of their senior year. The second tuition will not be refunded if the student does not complete their senior year at KHCS.

### **STEP THREE** – Issuing of the I-20

1. The guardian will meet with the Minister of Education to provide documentation of financial ability to pay tuition and related expenses and to assist with the completion of the I-20 Application.
2. The student will then be issued the I-20 form.

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Parent/Guardian Signature

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Date

Killian Hill Christian School admits students of any race, color, and national or ethnic origin.