



# BERGEN COUNTY CHRISTIAN ACADEMY

15 Conklin Place Hackensack, NJ 07601 [www.bergenchristian.org](http://www.bergenchristian.org)

PHONE: (201) 487-7212 FAX: (201) 487-1427

## International Student Application

### Welcome!

Welcome to International Student Admissions at Bergen County Christian Academy.

### How to Apply for Admissions

Thank you for your interest in Bergen County Christian Academy. This checklist will provide you with assistance to our application processions. Should you have any additional questions, please contact the School Office at +1.201.487.7212 or by email at: [office@mybccca.org](mailto:office@mybccca.org)

It is strongly recommended that all International Applications for Enrollment be submitted no later than the first week of June for the applying year.

ALL forms and documentation must be officially translated into English or they will not be accepted by Bergen County Christian Academy.

### Step One – Application Submission

- Completed Registration
- Completed Application
- Student Questionnaire
- Student Essay
- Student Agreement
- Media Use Consent Form
- Pastoral Reference Form
- Personal Reference Form
- Academic Reference Form
- I-20 Information Form
- Financial Agreement Form
- School Form (required only if presently attending another U.S. school)
- Immunization Record
- Official School Transcript
- English Proficiency Test results (optional)
  - Test of English as a Foreign Language Test (TOEFL)
- Afterschool Enrichment Program Agreement Form
- Official Copy of applicant's birth certificate or copy of Passport
- Recent passport sized photo of student with name printed on the back
- \$500.00 USD registration fee (non-refundable).

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**Step One of the application process will not be complete until all the above documentation and listed fees are submitted to Bergen County Christian Academy:**

Application Procedures • Page 1 of 3  
International Applications Office  
Bergen County Christian Academy  
15 Conklin Place  
Hackensack, NJ 07601  
U.S.A.

## Step Two - Interview Process

The submission of a video is sufficient in lieu of an interview. Submit a video of 2-5 minutes in length answering the following questions:

- Full Name and American Name
- Why do you want to study in America?
- Why are you interested in our school?
- What are your strength and weaknesses?
- What are your goals and aspirations?
- What do you do for fun on your free time?

However, an additional face-to-face interview may be requested at the discretion of the administration.

**If a face-to-face interview is needed it will be conducted under the following conditions:**

- If the parent(s) and child are in the United States, the interview will be conducted in person at Bergen County Christian Academy.
- If the parent(s) and child are not in the United States, then a representative of Bergen County Christian Academy will conduct the interview via video conferencing.
- If the student is in the USA and a host family or legal guardian will be used, an interview will be conducted at Bergen County Christian Academy with the host family or legal guardian.

The face-to-face interview will be conducted to assist the school in determining the following:

1. The commitment of the family to serving Jesus Christ in all ways, including education.
2. The parent's support of school policies and procedures that will hold the student accountable.
3. Whether the parents will work directly with the school or through a legal guardian.
4. What means of direct communication will be utilized with the parents
5. The student's fluency in writing and speaking technical English.
6. The parent's agreement to abide by the school calendar.
7. The name of the local Church where the student will attend weekly worship services.
8. The student's living arrangements while attending Bergen County Christian Academy.

**Summaries of these conducted interviews will be added to the student's file along with the documents and fees from Step One for final review.**

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## Step Three- Acceptance

If the applicant meets all of the admissions requirements for Bergen County Christian Academy, the School Office will notify the parents that the student has been accepted.

All International Students accepted to Bergen County Christian Academy must complete and submit the SEVIS I-901 form before final I-20 acceptance is complete. You must go to <https://www.fmjfee.com/i901fee/> to fill out and complete this form. BCCA is not responsible for any fees associated with the completion of the SEVIS I-901; these fees are paid directly Government of the United States of America, and it is the sole responsibility of the student to do so. BCCA must receive notification of the completed SEVIS I-901 before a USCIS Form I-20 will be issued.

## Step 4 - Enrollment

Upon acceptance, these documents will be needed

**Enrollment is not official until the following are received:**

- Enrollment Contract
- Host Family Agreement and background check of host parent(s)
- Documents from the Parent/Student Handbook
  - Appendix 3: CDS Testing Agreement Form
  - Appendix 4: Handbook Acknowledgement Form
- Official Physical Examination Form
  - Signed by a licensed physician and translated into English
  - The physical examination must be current and remain current for the entire school year
- Guardianship papers
  - Custodian Appointment Letter
  - Authorization And Consent of Parent or Legal Guardian
- All tuition and fees are in U.S. currency.

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## **2020-2021 I -20 TUITION SCHEDULE**

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### **REGISTRATION FEE**

(NON-REFUNDABLE)

All Students \$100.00

After student is accepted, and additional \$400.00 will be charged

### **TUITION PAYMENT SCHEDULE**

Payments are due prior to the first day of school term.

### **TUITION RATE**

ANNUAL (SCHOOL YEAR)

Grades 6<sup>th</sup> – 12<sup>th</sup> \$13,500.00

### **INTERNATIONAL STUDENT FEE**

Grades 6<sup>th</sup> – 12<sup>th</sup> \$4,700.00

### **INTERNATIONAL DEVELOPMENT FEE**

(one time fee for first year student)

\$1,000.00

### **ATHLETIC FEE**

Fee per student, per sport \$50.00

Tuition is due and payable in full for the entire school year on July 1<sup>st</sup> preceding the academic year. A student who leaves during the school year, for any reason whatsoever (either voluntary withdrawal or dismissal) is responsible for the entire year's tuition.

*\*Bank fees will be charged per transaction.*

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## 2020-2021 REGISTRATION FORM

*(Please Print)*

REG. CK# _____	\$. _____
TEST. CK# _____	\$. _____
_____. CK# _____	\$. _____
DATE RECEIVED _____	

### PARENT INFORMATION

FATHER NAME: _____	MOTHER NAME: _____
ADDRESS: _____	ADDRESS: _____
TOWN _____ ZIP _____	TOWN _____ ZIP _____
PHONE: _____	PHONE: _____
WORK #: _____	WORK #: _____
CELL: _____	CELL: _____
e-MAIL _____	e-MAIL _____

### REGISTRATION INFORMATION

STUDENT NAME	GRADE ENTERING	REGISTRATION FEE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Date of Application: \_\_\_\_\_ Year Applying For: \_\_\_\_\_

## Student Information:

Pupil's Name \_\_\_\_\_ Sex \_\_\_\_\_ Student's English Name \_\_\_\_\_

Address \_\_\_\_\_ Email Address: \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_ Zip Code \_\_\_\_\_

Present Grade: \_\_\_\_\_ Grade to Enter: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

School previously attended \_\_\_\_\_

Address \_\_\_\_\_

Church Attending \_\_\_\_\_ Member? \_\_\_\_\_

Address \_\_\_\_\_

## Family Information *(Please print all information)*

### Father/Guardian

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Address: \_\_\_\_\_

# \_\_\_\_\_ Street \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_

Cell Phone # (\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_

Employer \_\_\_\_\_

Position \_\_\_\_\_

Business Phone # (\_\_\_\_) \_\_\_\_\_

Education High School \_\_\_\_\_ # years completed

College \_\_\_\_\_ # years completed

Marital status  Married  Separated  Divorced

Widowed  Remarried  Single

Church affiliation \_\_\_\_\_

Church Name \_\_\_\_\_

Address \_\_\_\_\_

Senior Pastor \_\_\_\_\_

### Mother/Guardian

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Address: \_\_\_\_\_

# \_\_\_\_\_ Street \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_

Cell Phone # (\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_

Employer \_\_\_\_\_

Position \_\_\_\_\_

Business Phone # (\_\_\_\_) \_\_\_\_\_

Education High School \_\_\_\_\_ # years completed

College \_\_\_\_\_ # years completed

Marital status  Married  Separated  Divorced

Widowed  Remarried  Single

Church affiliation \_\_\_\_\_

Church Name \_\_\_\_\_

Address \_\_\_\_\_

Senior Pastor \_\_\_\_\_

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Have you accepted Jesus Christ as your personal Savior?

Yes  No  I'd like more information

if **yes**, please share how and when that decision was made:

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Have you accepted Jesus Christ as your personal Savior?

Yes  No  I'd like more information

if **yes**, please share how and when that decision was made:

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What do you feel is the most important thing in life? (Please number 1 through 5 according to your priorities, with 1 being most important?)

- \_\_\_\_\_ good personal health
- \_\_\_\_\_ successful career
- \_\_\_\_\_ happy and united family
- \_\_\_\_\_ healthy children
- \_\_\_\_\_ knowing you have eternal life

What do you feel is the most important thing in life? (Please number 1 through 5 according to your priorities, with 1 being most important?)

- \_\_\_\_\_ good personal health
- \_\_\_\_\_ successful career
- \_\_\_\_\_ happy and united family
- \_\_\_\_\_ healthy children
- \_\_\_\_\_ knowing you have eternal life

Why do you want your child to attend Bergen County Christian Academy?

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Why do you want your child to attend Bergen County Christian Academy?

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**List the Names of all your children:**

Name	Date of Birth	Current School	Current grade or highest grade completed in school

**APPLICANT LIVES WITH:**

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Both

Parents  Mother only  Father only  Other \_\_\_\_\_

## Additional Information *(Please print all information)*

Has the applicant ever been retained? If yes, please explain and include the grade level.

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Has the applicant ever been expelled from school? If yes, please explain.

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Has the applicant ever been tested or received special help for reading or learning difficulties? If yes, please summarize.

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Does the applicant regularly require any medication? If yes, please explain.

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Please list three (3) people as references for your child (preferably a pastor; student's former teacher or principal; and an adult friend.)

	Name	Address	Phone	Relationship
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

How did you hear about Bergen County Christian Academy?

Friend/Relative: \_\_\_\_\_ Current BCCA Family  Yes  No  
Name

Open House Flyer  Website  Advertising If so, which publication?  
\_\_\_\_\_

Please note: Submission of this form is non-binding



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*We affirm that the information provided is true to the best of our knowledge.*

Father/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother/ Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Student Questionnaire *(Please print all information)*

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Please answer the following questions in paragraph form in your own handwriting:

Why are you applying to Bergen County Christian Academy? \_\_\_\_\_

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Describe your relationship to God. Tell us about your faith. \_\_\_\_\_

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What do you see as your strengths and weaknesses? \_\_\_\_\_

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Use additional paper if necessary

## Student's Agreement Form

As a student in the Bergen County Christian Academy, I agree to accept my responsibilities:

- To attend school regularly and participate in its activities.
- To work diligently to meet the academic requirements, including homework and special assignments.
- To show I care by being friendly, accepting and respecting others, encouraging and trying to build them up, and by refraining from any activity that is not a good example to others.
- To grow as a Christian in my response to God and to His Word as a guide for Christian living, by studying the Bible and praying; by confessing my wrongdoing; by accepting guidance and correction.
- To learn the school rules and to respect them.
- To support the school staff, the standards of conduct, and to submit to its discipline.
- When there is a situation, which I find difficult to accept, I will first try to resolve it with the person directly involved and then seek the assistance of a staff member or my parents.

**I understand that I have been admitted for a one-semester probationary period and that the principal will recommend that I continue on probation, or that I continue in full standing, or that I be dismissed from school.**

Student's printed name

Student's signature

Date

### Internet Acceptable Use Agreement:

Any user violating this agreement, the terms and conditions for use of the internet, applicable local, state and federal laws or posted classroom rules is subject to loss of network privileges and other Board disciplinary action.

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The

Bergen County Christian Academy Board of Directors reserves the right to suspend or terminate all access to the internet if any local, state or federal government agency or entity imposes, by statute, rule or regulation, any criminal liability on the Board, its schools or representatives concerning internet access.

USER: I understand and will abide by the Acceptable Use Agreement and terms and conditions for use of internet. I further understand that any violation of the above Acceptable Use Agreement or terms and conditions for use of Internet are unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be removed, and disciplinary action and/or appropriate legal action may be taken against me.

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Student's printed name

Student's signature

Date

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Parent's printed name

Parent's signature

Date

My child DOES NOT have permission to access the internet while on the campus of Bergen County Christian Academy

## Media Use Consent Form

*Except where a signature is required, please **PRINT** all requested information*

I, the undersigned parent, consent to my child, \_\_\_\_\_,  
student at Bergen County Christian Academy, Hackensack, NJ, being photographed during this School Year.

I further agree that First Baptist Church of Hackensack, and Bergen County Christian Academy, shall have the right, but not the obligation, to use my child's photograph, likeness (including caricature), biographical information, and any reproduction of simulation thereof, for any publicity, advertising, training aids, or websites at any time and for any other purpose or materials the ministry deems necessary.

Child's Name: \_\_\_\_\_

Child's Grade: \_\_\_\_\_

Printed Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/ Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

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## Personal Reference

It is our desire as a Christian school, that we receive an accurate picture of each prospective student in order to determine whether or not we can meet his/her needs. Please fill out this form and return it to us as soon as possible. Your cooperation in completing this reference is appreciated.

Student's Name \_\_\_\_\_ Applying for Grade \_\_\_\_\_

Your relationship to this applicant \_\_\_\_\_

Do you personally know this family?  Yes  No                      How long have you know this student? \_\_\_\_\_

Please rate the applicant according to your personal experience with him/her:

	Superior	Above Avg	Average	Weak	Inadequate	Unknown
Home background						
Emotional stability						
Respect for authority						
Ability to get along with peers						
Dependability						
Physical health						
Mental health						
Self-discipline						
Submissive attitude						

Check any of the following words that best describe the applicant's general character:

Anxious	Easily distracted	Nervous	Shy
Calm	Friendly	Over-active	Sloppy
Capable	Frequent day-dreamer	Patient	Spiritual
Cheerful	High maintenance	Persevering	Stubborn
Challenges authority	Honest	Pessimistic	Tactful
Conscientious	Irritable	Quick-tempered	Talented
Cynical	Jealous	Rebellious	Tolerant
Deceitful	Joyful	Respectful	Unhappy
Devious	Leader	Self-confident	Unorganized

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## Personal Reference • Page 2

Do you have knowledge of this student being involved in any of the following?

Offense	Yes	No
Using tobacco		
Drinking alcoholic beverages		
Involvement with illegal drugs		
Participating in immoral behavior		
Involved with legal authorities for unlawful acts		
Involved with any questionable activities		
Suspended, expelled, or asked to leave school and not return		
Involved in any other school or disciplinary problems		

Based on my personal knowledge of the applicant and family:

- I recommend this student without reservation.
- I recommend this student with reservation.
- I cannot recommend this student at this time.

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print or Type)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Relationship to Student

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## Academic Reference

The student whose name follows has applied for admission to Bergen County Christian Academy. We ask for your candid evaluation of this student. We need your input to help us in making a good decision for the student. Please understand that this evaluation will be held in strict confidence. Thank you for your help! Please return this form to the address above.

Student's Name \_\_\_\_\_ Applying for Grade \_\_\_\_\_

Your relationship:    Teacher             Administrator        Counselor        Other \_\_\_\_\_

How long have you known this student? \_\_\_\_\_ Grade level and/or Subject(s) \_\_\_\_\_

Please rate the applicant in each of the following areas using the continuum provided. Please note that 10 is SUPERIOR and 1 is POOR. In areas where you are unable to judge, check "N/A."

	POOR. . . . .			AVERAGE. . . . .				SUPERIOR			N/A	COMMENTS
	1	2	3	4	5	6	7	8	9	10		
Academic Potential												
Relationships												
Completion of Assignments												
Desire to Learn												
General Behavior												
Initiative												
Leadership Potential												
Parental Support of School												
Parental Support of Student												
Self Confidence												
Self Discipline												
Self Esteem												
Stability												

- To your knowledge (please check), does this student have any known:
  - Learning Disabilities     Emotional Problems     Hyperactive     Attention Deficit Disorder
- Please describe the applicant's strengths:
 

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- Please describe the applicant's areas that need strengthening:
 

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## Academic Reference • Page 2

- Please describe the applicant's personality:

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- Please describe the applicant's behavior in the classroom:

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We would appreciate your observations in the following areas:

- |   |  |  |  |
|---|--|--|--|
| <b>LEADERSHIP</b>                                     | <input type="checkbox"/> A positive leader | <input type="checkbox"/> A follower                          | <input type="checkbox"/> A negative leader                       |
| <b>COOPERATION</b>                                    | <input type="checkbox"/> Cooperative       | <input type="checkbox"/> Cooperates occasionally             | <input type="checkbox"/> Uncooperative                           |
| <b>DEPENDABILITY</b>                                  | <input type="checkbox"/> Dependable        | <input type="checkbox"/> Dependable occasionally             | <input type="checkbox"/> Undependable                            |
| <b>RELATIONSHIP OF<br/>ACHIEVEMENT TO<br/>ABILITY</b> | <input type="checkbox"/> Overachiever      | <input type="checkbox"/> Achievement consistent with ability | <input type="checkbox"/> Achievement below<br>ability            |
| <b>CITIZENSHIP</b>                                    | <input type="checkbox"/> A good citizen    | <input type="checkbox"/> Adequate behavior<br>well behaved   | <input type="checkbox"/> Immature,<br>unreliable,<br>misbehavior |

I recommend this student academically:  Yes  No  Questionable

I recommend this student's character:  Yes  No  Questionable

\_\_\_\_\_  
SIGNATURE OF REFERENCE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SCHOOL

\_\_\_\_\_  
PHONE



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## School Form

*(Please Type or Use Black Ink)*

**APPLICANT:** Please complete **Part I** and give this form to the office of your child's present school.

### PART I

I give my permission to release a copy of my child's summary record, including grades, test scores, and the Child Study Team Evaluation (if applicable).

\_\_\_\_\_

Date

\_\_\_\_\_

Parent(s) Signature

Name of student applying to Bergen County Christian Academy:

\_\_\_\_\_

Student's address \_\_\_\_\_ Grade: \_\_\_\_\_

### PART II

**PRINCIPAL OR DIRECTOR OF GUIDANCE:** Kindly complete this form and mail it directly to:  
International Applications Office, Bergen County Christian Academy, 15 Conklin Place, Hackensack, NJ 07601

1. How long has this student attended your school? \_\_\_\_\_

2. Attendance record: Days absent THIS Year? \_\_\_\_\_ LAST Year? \_\_\_\_\_

3. Social Adjustment:    Excellent\_\_\_\_    Good\_\_\_\_    Fair\_\_\_\_    Poor\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

4. Conduct record:    Excellent\_\_\_\_    Good\_\_\_\_    Fair\_\_\_\_    Poor\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Has this student ever been suspended or placed on probation? (please explain) \_\_\_\_\_

\_\_\_\_\_

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5. Parental support:      Excellent\_\_\_\_      Good\_\_\_\_      Fair\_\_\_\_      Poor\_\_\_\_

6. Academic record: Areas in which this student has received special assistance: \_\_\_\_\_

\_\_\_\_\_

This student's strengths: \_\_\_\_\_

This student needs help in \_\_\_\_\_

Has this student been evaluated by a Child Study Team or tested privately for learning problems?

Yes\_\_\_\_ No\_\_\_\_ Date of evaluation\_\_\_\_\_ Classification\_\_\_\_\_

**PLEASE SEND A COPY OF THIS STUDENT'S SUMMARY RECORD, INCLUDING GRADES, TEST SCORES,  
AND THE CHILD STUDY TEAM EVALUATION (if applicable).**

Signature \_\_\_\_\_ Position \_\_\_\_\_

Name of School \_\_\_\_\_ Phone Number \_\_\_\_\_

*Please be aware that we consider these completed forms the property of Bergen County Christian Academy and will keep all information provided by the child's school in strict confidence. This and other information provided will not be shared with the parent.*

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## Financial Agreement Form

C O N F I D E N T I A L

**All international applicants on F1 or J1 visas must provide a Financial Guarantee to show evidence of sufficient funds for studies abroad before the application can be processed.**

### Financial Guarantee

Student

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Grade \_\_\_\_\_

Parent / Sponsor

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

I guarantee that I will be fully responsible for all the expenses of the above-named person for the duration of attendance at Bergen County Christian Academy.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Bank Verification

Bank Name \_\_\_\_\_

I certify that I have read the information provided by the applicant on this form and that the funds described are available.

Authorized Bank Official's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Important: Attach an official copy of bank statement to this form.**

**Please mail this form directly to:**

International Application Office  
Bergen County Christian Academy  
15 Conklin Place  
Hackensack, New Jersey 07601

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**I-20**

## Information Form

(Please print or type clearly)

Today's Date: \_\_\_\_\_

**Student's Name:** (as it appears on passport)

\_\_\_\_\_  
(Last) (First) (Middle)

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Grade applying for: \_\_\_\_\_  
(Month) (Day) (Year)

Country of Birth: \_\_\_\_\_ Country of citizenship \_\_\_\_\_

Reason for requesting I-20? \_\_\_\_\_

**Parent's/Guardian name:**

\_\_\_\_\_  
(Last) (First) (Middle)

Address (Home Country) NO P.O. Boxes please

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (Province)

\_\_\_\_\_  
(Country) (Postal code)

\_\_\_\_\_  
(Phone) (FAX) (Email)

**U.S. Address**

I have requested a Bergen Christian Host Family.

Host Family Name: \_\_\_\_\_

Address (NO P.O. Boxes) \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip code)

Telephone: \_\_\_\_\_ Secondary # \_\_\_\_\_  
(Area code) (Number) (Area code) (number)

Expected Date of Arrival into the United States: \_\_\_\_\_ Port of Entry: \_\_\_\_\_  
(mm/dd/yyyy) (name of Airport, city, etc.)

**Please complete this form and return to:**

International Admissions Office  
Bergen County Christian Academy  
15 Conklin Place

# BERGEN COUNTY CHRISTIAN ACADEMY

15 Conklin Place Hackensack, NJ 07601

<http://www.bergenchristian.org/>

PHONE: (201) 487-7212 FAX: (201) 487-1427

Hackensack, NJ 07601

## Academic Enrichment Program Agreement Form

This additional program has been designed to help international students' academic support. Specifically it will help the students:

- To improve their basic conversational and writing skills,
- To complete homework through individual guidance, and
- To achieve higher test scores in TOEFL and SAT.

For Middle School Student: If the TOEFL score on the Junior Standard test is below 750 the student will be required to attend the Academic Enrichment Program. If the iBT TOEFL score is below 62 the student will be required to attend the Academic Enrichment Program.

For High School Student: If the iBT TOEFL score is below 80 the student will be required to attend the Academic Enrichment Program.

The program consist of two type of classes:

- Homework & basic conversation class: during daytime
- TOEFL class: 3:05 – 5:00 PM two days per week

The student may take either class to meet a minimum five (5) hour enrichment class attendance requirement.

The student may take both classes (Basic and TOEFL).

I agree to the above stipulation of the Academic Enrichment Program Agreement Form. I understand to be exempt from this program the student need to submit the proper TOEFL score before the first day of class each semester.

Parent 1's signature: \_\_\_\_\_

Parent 1's Name: \_\_\_\_\_

Parent 2's signature: \_\_\_\_\_

Parent 2's name: \_\_\_\_\_

Student signature: \_\_\_\_\_

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## INCOMING WIRE TRANSFER INSTRUCTIONS TO BERGEN COUNTY CHRISTIAN ACADEMY

The Provident Bank is a Fedwire® funds transfer participant and is online with the Federal Reserve Bank for domestic and foreign wires sent via US banks.

For foreign wires sent via the SWIFT system, The Provident Bank utilizes any US corresponding bank of your choice.

### **Instructions for Incoming Wires (Domestic or Foreign) Sent via US Banks**

ABA #	221272303
Beneficiary Bank Name	The Provident Bank
Beneficiary Bank Address	464 Cedar Lane Teaneck, New Jersey 07666
Beneficiary Information	Account #831514574 SWIFT: PRNDUS33XXX Bergen County Christian Academy 15 Conklin Place Hackensack, New Jersey 07601

### **Instructions for Incoming Foreign Wires Sent via SWIFT system (Foreign Bank Requires a Swiftcode to Complete Transfer)**

Beneficiary Bank	Any US corresponding bank of your choice (Each bank has a Swiftcode)
For Further Credit to Beneficiary Bank	The Provident Bank 464 Cedar Lane Teaneck, New Jersey 07666
For Further Credit	Account #831514574 Bergen County Christian Academy 15 Conklin Place Hackensack, New Jersey 07601
If Needed: Intermediary Bank: Intermediary Swift Code:	Wells Fargo Beneficiary Bank WFBIUS6S

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## GUARDIAN/CUSTODIAN APPOINTMENT LETTER

Student:

Full Legal Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Email: \_\_\_\_\_

Father:

Full Legal Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_

Phone Number (h) \_\_\_\_\_ (cell) \_\_\_\_\_

Mother:

Full Legal Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_

Phone Number (h) \_\_\_\_\_ (cell) \_\_\_\_\_

Insurance Information:

Medical Insurer/Health Plan: \_\_\_\_\_ Policy # \_\_\_\_\_

Claim Office in USA: \_\_\_\_\_

Allergies to Medications: \_\_\_\_\_

Allergies (other): \_\_\_\_\_

If applicable, please note the conditions for which the child is currently receiving treatment:

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Note any other significant medical information:

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----- BCCA staff will fill out below-Please read and sign next page -----

Temporary Guardian (s) in USA:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ email: \_\_\_\_\_

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## **AUTHORIZATION AND CONSENT OF PARENT(S) OR LEGAL GUARDIAN (S)**

1. I hereby declare that I have legal custody of the above named child.
2. I hereby grant my full permission and consent for the temporary guardian and/or its Agent to establish a place of residence for my child, and for my child to reside and travel with said temporary guardian and/or its representative.
3. I hereby grant the temporary guardian my full authorization to make all decisions related to my child's educational, religious, and recreational activities and undertakings. I understand that my temporary guardian and/or its agent is responsible in attending parents' meetings and cooperating with BCCA regarding student's discipline issues, administrative and financial issues. If my guardian does not conduct their roles, I give my permission for BCCA to assign a school-designated guardian. I am responsible for any associated guardianship fee for the BCCA designated guardian.
4. I hereby grant the temporary guardian and/or its representative, my full authorization to administer State required immunization, physical exam to complete any medical forms to play school sports, general first aid treatment for any minor injuries or illnesses experienced by the minor. If the injury or illness is life threatening or in need of emergency treatment, I authorize the temporary guardian to summon any and all professional emergency personnel to attend, transport, and treat the participant and to issue consent for any X-ray, anesthetic, blood transfusion, medication, or other medical diagnosis treatment, or hospital care deemed advisable by, and to rendered under the general supervision of, any licensed physician, surgeon, dentist, hospital, or other medical professional or institution duly licensed to practice in the state in which such treatment is to occur.
5. This agreement will be in effect for as long as the student is enrolled in Bergen County Christian Academy.
6. For the duration that the temporary guardian cares for my child, the costs associated with my child's maintenance, living expenses, medical, and dental expenses shall be directly pay to the temporary guardian.
7. In the event that more than one legal guardian exists, the use of the singular shall incorporate the plural. In the event that more than one temporary guardian is named, the used of the singular shall incorporate the plural. Under penalty of perjury under the laws of the state of \_\_\_\_\_, I attest to the truthfulness, accuracy, and validity of the forgoing statement.

Parent 1's signature: \_\_\_\_\_

Parent 1's Name: \_\_\_\_\_

Parent 2's signature: \_\_\_\_\_

Parent 2's name: \_\_\_\_\_



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## CONSENT OF TEMPORARY GUARDIAN IN USA

I hereby acknowledge the terms set forth above and agree to assume responsibility in accordance with those terms. Under penalty of perjury under the laws of the state of \_\_\_\_\_, I attest to the truthfulness, accuracy, and validity of the forgoing statement.

Temporary Guardian signature: \_\_\_\_\_

Temporary guardian printed name: \_\_\_\_\_