



EDUCATING CHILDREN TO IMPACT THE WORLD FOR CHRIST

# ENROLLMENT APPLICATION

4310 DURSTON ROAD | BOZEMAN, MONTANA 59718  
406.587.9311 | FAX 406.587.1838 | [WWW.HERITAGE-CHRISTIAN.ORG](http://WWW.HERITAGE-CHRISTIAN.ORG)

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## ADMISSIONS CHECKLIST 2018-2019

- Enrollment Application** The Enrollment Application must be submitted on or before the Initial Interview. Students are placed on class rosters by order of the date in which their Enrollment Applications are received.
  - **Enrollment Application with Parent Testimonies**
  - **Student Information Form** (One form must be completed for each child enrolling.)
  - **Parent/Student Handbook Pledge of Support**
  - **Pastor's Letter of Reference Request**
  - **Student Covenant** (One form must be completed for each child enrolling.)
  - **Parent Covenant**
  - **Secondary Student Application** (for each child enrolling in grades 7-12 only.)
  - **Authorization of Emergency Medical Care**
  - **Immunization Records**
  - **Annual Family Tuition Worksheet**
  - **Parenting/Custody Agreement** (Divorced parents only, if applicable.)
  
- Welcome/Interview Meeting**

The Welcome/Interview Meeting takes place with the Admissions Director, a representative of the HCS Board, and parents for the purpose of providing a brief orientation and basic information about the school, tour the campus, review the Enrollment Application, and to discuss the policies outlined in the *Parent/Student Handbook*. It is also used for conducting a general inquiry of the parents' and student's background and academic needs, Christian testimony, and interest in attending Heritage Christian School. Both parents are requested to attend and are asked to bring recent copies of their child's report cards, test scores, etc., to the Welcome/Interview Meeting.
  
- Student Entrance Test**

The Student Entrance Test can be scheduled at any time before the Final Interview. A \$25 testing fee is required at the time of the testing.
  
- Registration Fee**

A registration fee is required at the Final Interview to ensure a student's place on the class roster.

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**ENROLLMENT APPLICATION**  
**2018-2019**

**Father/Guardian Information:**

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

Complete address: \_\_\_\_\_  
(Street or P.O. Box) (City) (State) (Zip)

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Place of employment: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Lives with child? \_\_\_\_ Yes \_\_\_\_ No

**Mother/Guardian Information:**

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

Complete address: \_\_\_\_\_  
(Street or P.O. Box) (City) (State) (Zip)

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Place of employment: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Lives with child? \_\_\_\_ Yes \_\_\_\_ No

**Marital status of parents:** \_\_\_\_\_

*(In cases of divorce, copies of custody agreements and/or parenting plans are required.)*

**Name(s) of enrolling children:**

Full name (First, Middle, Last)      Grade entering      Age      Birth Date      Gender

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

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**STUDENT INFORMATION FORM**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Has the student had *behavior difficulties* or been involved in illegal activity? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Has the student ever been *expelled* or *suspended* from school? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Are there any *learning difficulties* that you are aware of that the school needs to address? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Has the student repeated any grades? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Are there any *health concerns* that you are aware of that the school needs to address? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Are there any *unusual factors* in the student's life, (i.e., absence of a parent, death or divorce, disability of a parent, adoption, etc.)? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Has the student changed schools often? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, at what grade(s)? \_\_\_\_\_

Does the student have a personal relationship with Jesus Christ? \_\_\_\_\_ Yes \_\_\_\_\_ No





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**PASTOR’S LETTER OF REFERENCE REQUEST**  
**(PLEASE GIVE TO HOME CHURCH PASTOR)**

Dear Pastor:

The family below has applied for admission to Heritage Christian School. To assist us in making an admission decision, please provide a letter of reference that addresses the following:

- your knowledge and observations of the family, including the level of relationship you have with them and how long you have known them;
- their personal relationship with Jesus Christ;
- their commitment to walk with the Lord according to His Word;
- their involvement as members of the church body.

Please return your reference as soon as possible to:

**Heritage Christian School**  
**4310 Durston Road**  
**Bozeman, MT 59718**  
**FAX: (406) 587-1838**

Please feel free to contact the school at the address or telephone number below should you have questions or concerns. The information you provide will be treated in the strictest confidence. Thank you for your prompt assistance!

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Parents’ Names: \_\_\_\_\_

Name(s) of children enrolling:  
\_\_\_\_\_  
\_\_\_\_\_

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Parent/Guardian Signature

Date

*All information provided in the application process is strictly confidential and will be treated with the utmost care and respect. Heritage Christian School requests this information to better understand each family and to equip the school to serve the academic, emotional, physical, and spiritual needs of each child and family within.*

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## STUDENT COVENANT

The Board of Directors, administration, and teachers of Heritage Christian School encourage students to pledge to uphold the following covenant to glorify God in partnership with the school.

As a student, I understand and agree to abide by the following expectations:

1. I will strive at all times to maintain a courteous, grateful, and cooperative attitude, avoiding a negative and complaining attitude.
2. I will observe honesty at all times and will not cheat or encourage others to do so.
3. I will respect those in authority over me by trying to obey right away, all the way, with a good attitude every day, complying even when I do not agree or fully understand the reasons. I recognize that respecting the authorities placed over me brings honor and glory to God.
4. I will treat all students with respect both in words and actions, refraining from unkind teasing, name-calling, and fighting.
5. I will use language that glorifies the Lord.
6. I will refrain from any and all use of alcohol, drugs, tobacco, or any other illegal substances, on or off campus.
7. I will obtain permission before borrowing any person's property and will return it upon request in the same condition it was in when imparted to me.
8. I will endeavor to be punctual and regular in attendance and in the completion of all assignments to the best of my ability.
9. I will remain in school at all times unless permission to leave is granted by the office.
10. I will make every effort to work responsibly and independently in the classroom without unnecessarily distracting others. This includes walking quietly in the building and exercising self-control in my behavior and attitude.
11. I will demonstrate loyalty to Heritage Christian School by speaking positively about its programs and policies, consciously promoting the school to others.
12. I will strive to seek God's will for my life through daily prayer, reading of the Word of God, and weekly attendance at a Christ-centered church.

I understand that Heritage Christian School takes an open stand for Jesus Christ and encourages students to grow in Him. I understand that by signing the Student Covenant, I agree to abide by the standards that have been established for my own good and for the good of the entire school community. I further understand that if I violate any of the rules instituted by the school and/or those outlined in the Parent/Student Handbook, that I bring on myself the disciplinary actions deemed appropriate by the administration.

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Student Signature

Date

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## PARENT COVENANT

As with any activity which children undertake, the interest and involvement of parents has a tremendous influence on its success. The Board of Directors, administration, and teachers of Heritage Christian School, therefore, require parents to pledge to uphold the following covenant to glorify God in partnership with the school.

As parents/guardians we understand and agree to do the following:

1. Assist our students in developing a biblical worldview, recognizing Heritage Christian School as a supportive partner. (*Deuteronomy 6:5-7; Colossians 2:8; Matthew 22:37*)
2. Pray earnestly for the families, faculty, staff, and administration. (*James 5:16*)
3. Serve the school in whatever capacity our time, talents, and gifts will allow, as a result of our growing personal faith in Jesus Christ. (*Mark 10:43-45*)
4. Live to a high standard of conduct as evidenced by self-control in thoughts, words, behaviors, and attitudes, both in school and in the outside community. (*Ephesians 4:1-6*)
5. Preserve unity in the body by seeking to resolve conflict within the community by addressing the matter according to the protocol for conflict resolution as outlined in the Parent/Student Handbook. (*Matthew 18:15-17*)
6. Look for the good in our students' behavior and praise them for demonstrating Christ-like character. (*I Corinthians 13:4-7*)
7. Nurture habits of punctuality, thoroughness, neatness, honesty, resourcefulness, independence, and faithful study in our students.
8. Expect completion of all homework daily, making sure all books and completed assignments are returned to school the following day.
9. Encourage student participation in school projects, programs, parties, sports, and playground activities in order to develop social skills and friendships.
10. Consistently and lovingly communicate with and support all school personnel through prayer and servitude.
11. Communicate lovingly with other parents when we have valid concerns about their student's behavior that we may guide our children to grow in Christ-like character. (*Colossians 3:12-17*)
12. Attend school-related meetings to foster a community of parents who are equipped to work with the school and one another to educate our students and to be unified in our ability to encourage one another in this high calling.
13. Withdraw amicably should we find that we are unable to or unwilling to cooperate with any policy of the school and/or support the school's mission, policies, and/or leadership.

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Parent/Guardian Signature

Date

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**SECONDARY (7-12 GRADES) STUDENT QUESTIONNAIRE**

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

Grade: \_\_\_\_\_

**Directions:** This form is to be completed by the prospective student. Please use complete sentences and attach additional sheets of paper if more space is needed. Parental assistance is welcome.

Tell us about yourself. What are your favorite activities, hobbies, and interests?

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What are your favorite school subjects? Why?

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Explain your relationship with the Lord and what He means to you.

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Why do you want to attend Heritage Christian School?

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I have accepted Jesus Christ as my personal Lord and Savior.       Yes       No

I am regular in church attendance.       Yes       No



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**AUTHORIZATION FOR EMERGENCY MEDICAL CARE**

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_ Student's Grade: \_\_\_\_\_

Complete address: \_\_\_\_\_  
(Street or P.O. Box) (City) (State) (Zip)

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Place of employment: \_\_\_\_\_ Phone: \_\_\_\_\_

**In case of emergency in which parents cannot be reached, the following person(s) should be contacted:**

Name: \_\_\_\_\_ Relation to child: \_\_\_\_\_

Complete address: \_\_\_\_\_  
(Street or P.O. Box) (City) (State) (Zip)

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Place of employment: \_\_\_\_\_ Phone: \_\_\_\_\_

**Names of persons authorized to drop off or pick up student from school other than parent:**

Name Relation to child Phone

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

Please check all that apply.

- My child has:  Hearing problems
- Vision problems
- Attention Deficit Disorder
- Allergies to: \_\_\_\_\_
- Other chronic medical condition: (Example: asthma, diabetes, epilepsy, heart condition.) Please explain. \_\_\_\_\_
- Medication(s): \_\_\_\_\_

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In the event that my child becomes ill or is injured at school or a school activity and neither parent, emergency contact, nor doctor named below can be reached, I authorize Heritage Christian School, its staff and faculty members to obtain all medical care deemed necessary for my child and authorize any licensed physician and/or medical personnel to render emergency medical treatment.

\_\_\_\_\_ Yes \_\_\_\_\_ No

I agree to assume financial liability for any and all expenses incurred because of an accident, injury, illness, or other unforeseen circumstances that is not the result of fraud, willful injury to a person or property, or the willful or negligent violation of law.

\_\_\_\_\_ Yes \_\_\_\_\_ No

I give consent for my child to receive (acetaminophen, ibuprofen) at school from the school staff in the amount recommended for his/her age and weight per package instructions provided that the school staff will contact me before administering.

\_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

**For hospital information, my child is covered under the following health insurance:**

\_\_\_\_\_  
Insurance Company (if applicable)

\_\_\_\_\_  
Policy #

\_\_\_\_\_  
Name of Family Doctor

\_\_\_\_\_  
Office Address

\_\_\_\_\_  
Phone

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**2018-2019 ANNUAL FAMILY TUITION WORKSHEET**

Parent(s) Name(s): \_\_\_\_\_

Telephone: \_\_\_\_\_

Billing E-mail : \_\_\_\_\_

**REGISTRATION FEES**

All new students (Grades Pre K-12)      **\$350 per**

Reenrolling students      **\$250 per student if paid for by March 23, 2018 and completed the Parent Participation Program for this year, otherwise \$350**

**TOTAL FEES TO BE PAID AT TIME OF ENROLLMENT**      \$ \_\_\_\_\_

**STUDENT TUITION**

- Pre Kindergarten      **\$3150** per student
- Kindergarten      **\$4300** per student
- Kindergarten Enrichment      **\$2350** per student
- Elementary (Grades 1-6)      **\$6650** per student
- Secondary (Grades 7-8)      **\$6950** per student
- Secondary (Grades 9-12)      **\$7250** per student

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ \$ \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ \$ \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ \$ \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ \$ \_\_\_\_\_

**Student Tuition Subtotal**      (Add all student tuition)      \$ \_\_\_\_\_

**MULTIPLE-CHILD DISCOUNT**

Subtract **\$300** for the second and \$300 for each subsequent student      \$(\_\_\_\_\_)

**TOTAL TUITION INVOICE**      \$ \_\_\_\_\_



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**Please select a payment plan:**

- Plan A**     **Payment in full** of \$ \_\_\_\_\_  
(Due by August 25.)
- Plan B**     **Payment paid in two equal installments** of \$ \_\_\_\_\_ each.  
(First Half of the total amount due by August 25 and the Second Half (balance) is due by January 1.)
- Plan C**     **Ten equal payments** of \$ \_\_\_\_\_ each.  
(Payment due on the first of each month for the Ten Month Payment Plan. Payment begins August 1st and runs through May 1<sup>st</sup>.)

**Please note this is a payment plan option based on a ten month total and doesn't reflect the calendar month. Payments are due according to the payment plan selected above. Statements are for your records and do not affect when tuition payments are due. Other charges are due upon receipt and payable monthly.**

I/we understand that this form constitutes a legally binding agreement with Heritage Christian School that defines how tuition for my student(s) will be paid. I/we agree to pay the tuition according to the payment plan selected above and understand that a late fee of \$20.00 will be charged each month that payment is not made by the 15<sup>th</sup> of the month. I/we understand that all registration fees are non-refundable and that \$30.00 will be charged for any check returned to the school by the bank. I/we agree to pay the balance of my/our account and understand that report cards and student records will not be released if my/our account is delinquent. I certify that I have carefully read and understand the above statements do and agree to abide by them.

**DELINQUENT ACCOUNTS**

To help parents keep up regular payments and to enable Heritage Christian School to meet its financial obligations in a responsible fashion, the following delinquent account process has been established:

- **15 days past due:** The account is considered delinquent and a late fee of \$20 will be assessed each month the account remains past due.
- **30 days past due:** The account will receive a phone call from the administrator.
- **60 days past due:** Students may be suspended and student records held until the account is made current.
- **90 days past due:** The account may be referred for collection.

**ALL ACCOUNTS MUST BE PAID IN FULL BY MAY 1 OF THE CURRENT SCHOOL YEAR.**

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date

*As Heritage Christian School has a financial obligation to its employees, students shall be considered enrolled for one entire school year. Tuition will be calculated on the basis of the entire year; therefore, no reductions will be made for vacations or school holidays. If a student leaves the school for any reason or enters after the school year has begun, charges will be pro-rated according to the actual number of days enrolled. All withdrawals, whether before the school year begins or during the year, must be made in writing and shall be effective when such notice is delivered to the school. Families are required to re-apply each year. All applications are reviewed and approved or declined before a student is re-enrolled.*