



## ADMISSION PROCESS

### STEP 1

#### Apply Online:

1. Go to [www.highlandviewacademy.com](http://www.highlandviewacademy.com)
2. Click on Admissions / click Apply Now!
  - Create an account (save your user name and password for future use)
  - Verify your email
  - Log on to your account and follow the steps for a new student's application and click submit.
3. Needed for the Admission
  - **Previous School Record – Transcript**
  - **Recommendations Forms** (*all electronic please provide email addresses only*):
    - Teacher Reference Form
    - Pastor Reference Form
    - Non-Related Reference Form
  - **Student Admissions Form:**
    - Medical Assessment Form (by Parents)
    - Medical Assessment Form (by Physician)
    - Medication Policy (either dorm or community form)
    - Physician Medication Order Form
    - Immunization Records
    - Birth Certificate
    - Passport Copy



## STEP 2

### Interview and Acceptance

1. Parents will receive an email or call for appointment for student online interview.
2. Parents and student will receive an official Acceptance Letter from HVA.

## STEP 3

### Financial Arrangements

1. Parents will receive a financial agreement form from the business office after acceptance.
2. Before an I-20 can be issued, a \$500 non-refundable processing fee will be required. For expediency – payment must be made by credit card.
3. Tuition and Fees must be paid in full before school starts, or as per financial agreement.
4. All payments must be through bank wire transfer. There is no wire transfer fee from HVA side for the first transfer. Subsequent wire transfers will be assessed at \$25 per wire transfer.
5. If paying by credit card, a convenience fee of 5% will be assessed.
6. An International Student who is asked to withdraw because of disciplinary action, poor attendance, or unsatisfactory academic performance will receive no refund of tuition payments. The unused portion of the dorm, student bank funds, and home leave guardian fee are refundable.



## STEP 4

### I-20 Instructions

1. HVA will mail the original school acceptance letter and original copy of the I-20 by FedEx to the student's family in their home country.
2. Please follow the checklist page for International Students after receipt of the I-20
3. The form I-20 is the most important form for International students to take to the US embassy for interview and to carry with them in all travels to the United States.
4. Students must secure their own healthcare and/or travel insurance.