

## International Student Program Guidelines

### Fox Valley Lutheran High School

The following reference guidelines are intended to provide information regarding the process and tasks necessary for international students to attend FVL. Questions or concerns may be directed to Program Coordinator and Principal Designated School Officer (PDSO), Monica Uhlenbrauck at [muhlenbrauck@fvlhs.org](mailto:muhlenbrauck@fvlhs.org).

**Academics** – International students are expected to take a complete academic load as they fulfill graduation requirements. The course of study, as with all students at FVL, will be determined by their past academic history, interests and abilities, and anticipated graduation date. The Guidance Department will work with the student in determining a class schedule. All students may sign up for any classes and programs offered by FVL. Prerequisites and other limiting factors apply equally to all students except as outlined in the Religion section below. All students are required to enroll in a minimum of 7 credits per year. Any exceptions must be approved through the Guidance Department. Transfer credits are accepted at the discretion of the Guidance Director and will be reflected on the student's official FVL transcript.

**Application process** – Enrollment is to be completed online and in conjunction with the Guidance Department of FVL. Application and enrollment materials are available on our website at [www.fvlhs.org](http://www.fvlhs.org). Enrollment and full participation in all classes and co-curriculars is open to all students who are willing to abide by the philosophy and policies of Fox Valley Lutheran High School. FVL does not discriminate on the basis of race, color, national and ethnic origin, or disability in the administration of its educational programs. All international student admissions to FVL will be reviewed and approved or denied through the Guidance Department.

**Discipline and Enrollment Termination** – Students are expected to comply with all school rules, and state and federal laws. Failure to do so may result in expulsion. Students whose I-20 is terminated for disciplinary reasons will forfeit all tuition, housing payment and associated school-related charges. Termination of enrollment for other reasons during semester one will be given a refund for semester two; termination during semester two results in no refund of tuition, housing and/or school charges and fees.

**Driving** – International students need special permission to pursue a driver's license. Please speak to the Program Coordinator prior to registration of any driving instruction class. Host families are encouraged to speak with Mrs. Uhlenbrauck regarding this matter before assuming any liability.

**English Language Requirements** – All students on the FVL campus are expected to communicate only in the English language to improve communication skills and to assimilate more completely into U.S. culture. An international student's success at FVL is dependent upon his/her ability to communicate and must demonstrate English proficiency in reading, writing, listening, and speech. *To be admitted to FVL, applicants must submit a valid English proficiency test score, please check in advance to ensure the English test score will be accepted.* FVL's TOEFL code number is 8677. This number should be entered onto the TOEFL answer sheet during the examination so that scores are reported directly to FVL. Admission to Fox Valley Lutheran High School may be denied because of an unsatisfactory score.

**Extra curricular activities and athletics** – FVL offers a wide range of optional activities that all students are encouraged to participate in. More information about specific activities is given during the Student Orientation. Participation in athletics may also be possible for international students. As a member of the Wisconsin Interscholastic Athletic Association (WIAA), FVL must comply with rules governing athletic eligibility. Each year, FVL will submit student names to the WIAA for approval. The WIAA may deny a student's participation based on state rules governing athletic competition. Athletes must submit a [Physical Card](#) every two years and an [Alternate-Year Physical Card](#) in alternative years.

**Family Life** – While living with host families, an international student is expected to comply with all rules and expectations of the host parents. Rooms should be kept neat and orderly and respect given to the Host's home. Assistance should be given with daily chores and family routines. Curfews according to FVL guidelines are 10:30 P.M. on school nights and 12:00 A.M. on weekends unless otherwise stated by the host family.

**Finances** – Students are to have access to private funds for expenses the host family is not responsible. FVL recommends that students have a credit card and access to cash. These personal funds will be needed for expenses such as purchasing lunches at school, entertainment, personal items, clothing, and other costs. It is the responsibility of host families to provide meals at home and make lunch food available for the student to take to school. International students enrolled at Fox Valley Lutheran High School will be expected to pay a \$2,000 deposit in the Spring if he/she will be returning the following school year. Tuition payments are expected to be paid in full by July 31, prior to the start of the school year. Any questions regarding billing may be sent to either Krista Davis [kdavis@fvlhs.org](mailto:kdavis@fvlhs.org) or to Monica Uhlenbrauck.

**Foreign Exchange Agencies** – FVL actively partners with a number of Foreign Exchange agencies to enroll international students. It is FVL's policy that if an international student's U.S. experience is arranged through such an organization that is representing the student, s/he will not be accepted to FVL for future school years outside of the initial agency or organization.

**Housing** – During the course of the school year, the international student will stay with a host family approved by FVL. For the first year of enrollment at FVL, students are assigned a host family with whom to live. Thereafter, students are encouraged to cultivate friendships that may result in a homestay for following school years. Many students remain with their first-year host family during following years. International students pay for student housing and this cost is included in the billing statement.

**Insurance** - All international students must purchase health insurance through FVL. This plan is underwritten by an independent, third-party insurance agency. International students purchase this plan and submit payment along with tuition and other costs according to the payment schedule. The student will pay the initial medical deductible at the time of the appointment and is responsible for further out of pocket costs associated with the insurance policy. A copy of the insurance policy will be given to host family and students. When submitting claims or scheduling doctor visits, students are urged to submit his/her name exactly as it is printed on the insurance card and give a home address (not local) whenever possible.

**Medication / Medical Treatment** - Parents are to provide a signed Authorization of Medical Treatment form as part of the enrollment application. The document will be finalized and given to host families for use when necessary to seek medical treatment. Any medications brought with the student should be made known to the host family and the school (including description and dosage information). Also soon after the student arrives, host families are encouraged to confirm that the family doctor will accept the student's insurance coverage. If not, alternative plans to seek medical treatment should be made promptly. When doing so, a copy of the student's physical form, immunization record and insurance plan is to be given to the medical provider.

**Religion** - All students are required to enroll in religion courses and attend daily devotions while attending FVL. The FVL faculty instructs students in the teachings of Scripture in all classes. Students are encouraged to participate in school worship activities in chapel and special worship services.

**Travel** – Students are responsible for their own travel to and from their home country, and directly to Appleton, WI. Please use the Outagamie County Airport (ATW). Students are asked to communicate with their host family prior to making travel arrangements to mutually agree on a date of arrival. This date should be within 3-5 days of the beginning of the school year as stated in the Acceptance letter. Students should plan to return home within a week at the end of the school year. Students are not allowed to travel independently (regardless of age) in the United States unless special permission is given by the school.

**Visa** – In the spring of 2003, the Bureau of Citizenship and Immigration Services ([BCIS](#)) of the United States Government approved Fox Valley Lutheran High School (FVL) as a host school for international students. As a result, FVL is authorized through the Student and Exchange Visitor Information System ([SEVIS](#)) to register and enroll international students apart from an established foreign exchange program. SEVIS is a web-based system for maintaining information on international students and exchange visitors in the United States. FVL's school code in SEVIS is CHI214F20349000.

Information about the F-1 visa process can be found at [www.studyinthestates.dhs.gov/](http://www.studyinthestates.dhs.gov/). Upon acceptance to FVL, the student will be issued a Form I-20. Using the information from the Form I-20, applicants should pay the non-refundable [SEVIS I-901](#). The payment website is at [www.fmjfee.com](http://www.fmjfee.com). This should be done *before* visiting the U.S. Embassy to apply for a visa. After the SEVIS I-901 payment is completed, the applicant is able to apply for a visa. This should be completed online and the confirmation page printed to bring to the interview at the U.S. Embassy /Consulate in the student's home country. When entering the U.S. you will need to present the Form I-20 along with your passport and visa. An automated Form I-94 record will be generated by the U.S. Customs and Border Protection. Keep all legal forms with your passport. They are proof of your legal status while in the U.S. and you will need them for re-entry after temporary trips abroad.

*Updates to this document are made regularly.  
Students and agencies are responsible for complying with all policies and guidelines.*