



International Student Guidelines and Requirements

1. Prince of Peace Christian School will consider international applicants.
 - a. Prince of Peace will not accept, admit, or issue an I-20 to students in preschool.
 - b. Lower school students (Kindergarten through 5th grade) must live with a parent.
 - c. Middle and High School students (6th – 12th grade) may live with either a blood relative or host family. High school students should review TAPPS regulations regarding eligibility requirements when considering a host family. Host families must be arranged by the student's family.
 - d. At least one adult in the home must have satisfactory English skills in order to communicate with the school. POPCS strongly encourages the use of English only in the home to further assist the student in learning the English language.
 - e. Host family must meet with and be approved by POPCS administration.
2. Each family is responsible for their own financial and housing arrangements, as well as transportation to and from school.
3. POPCS must be notified IMMEDIATELY if the host family changes. Additional paperwork will be required.
4. Students must demonstrate English proficiency through either the TOEFL, ELTIS or iTEP SLATE testing. Testing should be arranged by the student and scores submitted with other required paperwork.
5. POPCS does not have an ESL program. Assignments and curriculum will not be modified in any way, and teachers will not provide additional assistance to students due to lack of English proficiency. Students must be proficient enough in English to fully participate and communicate in the classroom. Parent/guardian understands that outside tutoring must be provided immediately if requested by POPCS and/or if student is struggling with the English language.
6. Applicants must complete the POPCS admissions process, submit all international student forms, and be accepted before the SEVIS I-20 can be issued.
7. Requirements of both POPCS and Student and Exchange Visitor Information System (SEVIS) must be met in order for the SEVIS I-20 to be issued. Contact your regional immigration office for specific information.
8. Upon acceptance, POPCS will issue the SEVIS I-20 after tuition agreement is signed and payment of \$2,000 international student fee and \$1,000 registration fee are received.
9. Tuition must be paid in full by June 1, 2022. Students will not be permitted to start school if tuition and fees are not paid in full prior to the first day of school.
10. All first year international students are automatically placed on a probationary status during their first academic school year at POPCS. Before a student can re-enroll and/or progress to the next grade level, student will be assessed and/or tested to be sure student is progressing both academically and with English proficiency.
11. Should the student's English proficiency skills not be acceptable by the end of the student's first school year, student will not be re-enrolled, even though passing grades may have been obtained on the report card.
12. For subsequent years, the tuition and fees must be paid in full before the SEVIS I-20 program date is extended and new I-20 is issued. Reenrollment takes place in January each year. International students should re-enroll for the following year no later than March 1. The annual \$1,000 registration fee is due upon reenrollment.
13. POPCS expects international students to commit to attending POPCS for a minimum of two academic years if re-enrollment is granted.
14. Students must fulfill the requirements for graduation as set in the Student/Parent Handbook. Credits from student's home country can be transferred (upon review and approval of administrators) and applied toward graduation requirements. Students must submit a translated transcript that includes credits and grades. Students must take a minimum of 6 required classes while enrolled at POPCS and be enrolled full time.
15. High school students must inform POPCS about graduation and post-high school plans.

Regulations Related to TAPPS Participation

Prince of Peace Christian School is a member of the **Texas Association of Private and Parochial Schools (TAPPS)** and comes under their rules and regulations related to participation in athletic, academic, and fine arts competitions.

Carefully review the TAPPS bylaws, section 102, Eligibility of Foreign Students for more information. www.tapps.net/ByLaws.html

1. In order to immediately compete in varsity level TAPPS events, international students in grades 9-12 must be living with a family member and be approved by TAPPS prior to participation. (Affidavit from blood relative required; Family members include parents, grandparents, aunts, uncles, brothers and sisters. Cousins and other family members do not qualify as family members for TAPPS purposes.)
2. Students who reside with a guardian or host family are ineligible to participate in varsity competition for one calendar year from the first day of attendance/TAPPS Board approval.
3. Students in grades 9-12 be approved by TAPPS prior to participation. If a student is enrolled at POPCS and is found ineligible to participate in TAPPS competitions, that student will not be permitted to participate in academic, fine arts, and athletic competitions sponsored by TAPPS.
4. Should the host family change, a Change in Guardianship form must be completed and submitted by the new host family and parents immediately. Eligibility may be affected.

[Click here to apply.](#)

Please be sure and choose INTERNATIONAL for the grade level when starting the student application.

2022-2023 INTERNATIONAL STUDENT TUITION AND FEES

Kindergarten - 12th Grades Tuition and Fees

- New student application fee \$125
- International Student fee of \$2,000 due upon initial enrollment for new students
- Annual Registration fee due upon initial enrollment for new students and reenrollment for returning students
- Application fee, international student fee, and registration fees are non-refundable
- Annual registration fees increase March 1, 2022 for returning students
- School tuition is non-refundable
- Tuition must be paid in full by June 1, 2022, or within 10 business days of enrollment for new students
- Students will not be permitted to start school if tuition and fees are not paid in full prior to the first day of school
- Tuition includes daily lunch program, provided by Flik Independent School Dining
- Tuition does not include additional fees incurred for Eagles' Nest, Learning Lab, Academic Success Program, class trips, athletic fees, AP testing, online or elective classes
- POPCS does not accept wire transfers

Returning Students

Grade	Registration Fee Priority Reenrollment January 12 - February 28	Registration Fee Late Reenrollment March 1 or Later	2022-2023 Tuition
Kindergarten	\$ 1,000	\$ 1,250	\$18,000
1st - 5th	\$ 1,000	\$ 1,250	\$18,000
6th - 8th	\$ 1,000	\$ 1,250	\$20,800
9th - 12th	\$ 1,000	\$ 1,250	\$22,500

New Students

Grade	International Student Fee Due Upon Enrollment	Registration Fee Due Upon Enrollment	2022-2023 Tuition
Kindergarten	\$ 2,000	\$ 1,000	\$18,000
1st - 5th	\$ 2,000	\$ 1,000	\$18,000
6th - 8th	\$ 2,000	\$ 1,000	\$20,800
9th - 12th	\$ 2,000	\$ 1,000	\$22,500



Checklist for International Students

The following must be completed before SEVIS I-20 can be issued:

Complete POPCS application process

- Complete online application and pay application fee
- Take ISEE test and have scores sent to POPCS (grades 5 -12). Testing for children in grades 1-4 must be arranged by the Admissions Office.
- Teacher evaluation forms should be provided to current teachers and submitted directly to POPCS. See specific requirements for each grade level on application checklist.
- Submit complete transcripts from current school (must be translated)

Complete International Student packet

- SEVIS information form
- Guardian/Host family information form
- General Power of Attorney/Letter of Guardianship
- Documentation of Living Expenses (to be completed by parent)
- Affidavit from Blood Relative (if applicable)
- Transfer Clearance form **ONLY** if student is transferring from another school within the United States and has already been issued SEVIS I-20.

Submit English proficiency test results (SLEP or TOEFL). Students must be proficient in the English language. POPCS does not offer ESL classes.

Complete interview with school principal. If student is out of the country, the interview may be conducted via SKYPE.

Provide a copy of student passport

Provide current immunization records

Complete and sign tuition agreement

Payment of \$2,000 International Student Fee and \$1,000 Registration Fee are due upon acceptance.

The following items must be submitted prior to the first day of school:

- Copy of student visa
- Copy of student health insurance
- Authorization for Emergency Medical Treatment Form
- Prescription Medication Form, if applicable
- Payment of all tuition and fees



SEVIS Information Form

Grade Applying To: _____ Dates student plans to attend Prince of Peace Christian School _____

Please choose one of the following:

- Initial I-20 application
- Application for continued attendance at POPCS
- Reinstatement of I-20 requested
- Transfer I-20 from current school (must complete Transfer Clearance Form)

U. S. School transferring from: _____

Date of enrollment at current school: ____/____/____

Date original SEVIS I-20 was issued: ____/____/____

Admission number from I-94 entry document: _____

Male Female

FAMILY NAME (SURNAME)

STUDENT'S FIRST NAME

NAME STUDENT WILL GO BY

PERMANENT HOME STREET ADDRESS

CITY

COUNTRY

POSTAL CODE

COUNTRY OF CITIZENSHIP

COUNTRY OF BIRTH

DATE OF BIRTH

FATHER'S FULL NAME

MOTHER'S FULL NAME

PHONE NUMBER

PARENTS' EMAIL ADDRESS

STUDENT'S EMAIL ADDRESS

NAME AND ADDRESS OF SCHOOL STUDENT IS CURRENTLY ATTENDING

NAME AND ADDRESS OF SCHOOL PREVIOUSLY ATTENDED BEFORE ARRIVING IN THE U.S. (IF STUDENT IS ALREADY IN THE U.S.)

HOST FAMILY NAME

HOST FAMILY ADDRESS

RELATIONSHIP OF HOST TO STUDENT

HOST PHONE NUMBER

HOST EMAIL ADDRESS

Estimates for student's average costs per academic term:

Tuition and Fees \$ _____ (POPCS administrator will enter this information)

Living Expenses \$ _____ (Parent will enter this information)

Total \$ _____

Student's Personal Funds \$ _____ (Parent must show bank statement for support)

Funds from other sources \$ _____ Specify type: _____

Total \$ _____ (Must match total amount shown above)

STUDENT SIGNATURE

PARENT SIGNATURE

DATE



Guardian/Host Family Information Form

Student's name: _____ Date of Birth ____/____/____ Grade Entering _____

HOST FATHER'S INFORMATION			HOST MOTHER'S INFORMATION		
<input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Other _____			<input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Other _____		
SOCIAL SECURITY # _____			SOCIAL SECURITY # _____		
LAST NAME _____	FIRST NAME _____	MI _____	LAST NAME _____	FIRST NAME _____	MI _____
HOME ADDRESS _____			HOME ADDRESS _____		
CITY _____	STATE _____	ZIP CODE _____	CITY _____	STATE _____	ZIP CODE _____
HOME PHONE _____		CELL PHONE _____		HOME PHONE _____	
E-MAIL ADDRESS _____			E-MAIL ADDRESS _____		
EMPLOYER _____			EMPLOYER _____		
POSITION _____			POSITION _____		
BUSINESS ADDRESS _____			BUSINESS ADDRESS _____		
CITY _____	STATE _____	ZIP _____	CITY _____	STATE _____	ZIP _____
BUSINESS PHONE _____			BUSINESS PHONE _____		

Host Parents are: Married Separated Divorced Mother Remarried Father Remarried Single Parent
 Natural Father Deceased Natural Mother Deceased **(Please choose as many as applicable.)**

Relationship to Student: Host Family Blood Relative _____ (Indicate Relationship)

I attest that the above student is living with me and is under my jurisdiction. The student resides with me at all times during the school year, including weekends and holidays. I further testify that the student is residing with me with full knowledge and consent of his/her parent(s).

As guardian, I do hereby accept all duties, responsibilities, and obligations related to school matters including, but not limited to:

1. Signing report cards, progress reports, excuse notes for absences or tardies, and all other documents which require a parent or guardian signature.
2. Signing consent forms for enrollment and withdrawal, travel release forms, extracurricular participation forms, field trip authorizations, medical treatment authorization, permission to participate forms, authorizations regarding testing, and all other consent forms.
3. Assuming the responsibility for the student's daily attendance in school.

I attest that all representations made in this document are true and correct. **I AGREE TO NOTIFY PRINCE OF PEACE CHRISTIAN SCHOOL IMMEDIATELY IF THE STUDENT MOVES FROM MY RESIDENCE.**

Host Father's Printed Name	Host Father's Signature	Date
Host Mother's Printed Name	Host Mother's Signature	Date

GENERAL POWER OF ATTORNEY / LETTER OF GUARDIANSHIP

Prince of Peace Christian School requires that a letter of guardianship be provided for all International students living with a host family or relative other than parents. We strongly suggest that a legal document prepared by a lawyer be drawn up by the parents. For those families who have not formally obtained legal counsel, the following form may be used at parents' discretion. By providing this form to the parents, this is no way holds Prince of Peace Christian School legally liable in any way for this student and/or guardian named below.

Child's full name: _____ Birthdate: (Mo) _____ (Day) _____ (Year) _____

Father's full name: _____ Mother's full name: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Postal code: _____

Country: _____ Phone: _____ Email: _____

Our child (named above) has our permission to reside with (**name of guardian**) _____,

who lives at (full address) _____.

The above named guardian is _____ Blood Relative of Student (Please specify relationship _____)
_____ Non-Relative

As the parents of the above-named **child**, we hereby appoint above-named **guardian** to be the true and lawful **guardian** for the above-named **child**. The above-named **guardian** so appointed may do and perform any act that we as the parents might perform or do if we were personally present. The **guardian**, by accepting or acting under this appointment, assumes all fiduciary and legal responsibilities of an agent.

In addition to the general Power of Attorney granted to the above-named **guardian**, it is specifically agreed and understood that above-named **guardian** shall have the authority to the following on behalf of the above-named **child**:

1. To take, hold, possess, invest, lease, or otherwise manage any and all real, personal, or mixed property that we deliver to above-named **guardian** on behalf of the above-named **child**.
2. To make, do, and transact every kind of business necessary for above-named **child** to receive an education at Prince of Peace Christian School.
3. To conserve, invest, disperse, or use any money that we give to above-named **guardian** on behalf on above-named **child** for the purposes intended.
4. To make deposits or investments in or withdrawals from any account, holding, or interest that is necessary for above-named **guardian** to adequately take care of above-named **child** while he/she is at Prince of Peace Christian School.
5. To make all medical decisions necessary for the care of the above-named **child** while enrolled at Prince of Peace Christian School.
6. To set up any bank accounts that above-named **guardian** deems necessary to take care of above-named **child** while he/she is at Prince of Peace Christian School.
7. To do any act necessary to properly insure the health and education of above-named **child** while he/she is living with above-named **guardian**.
8. To be responsible for above-named **child** in all aspects of school life at Prince of Peace Christian School, including, but not limited to: day-to-day school decisions and activities, signing of all pertinent forms, being contacted by school officials with any questions or concerns, and providing all transportation to and from school in a timely manner.

If above-named **guardian** dies, becomes legally disabled, resigns, or refuses to act, then this Power of Attorney will, in all respects, terminate.

This Power of Attorney shall be effective as of today's date and shall remain in full and effect until terminated by us in writing. We agree that any third party who receives a copy of this document may act under it.

Signed this _____ day of _____, 20 _____.

Father: Printed name: _____

Signed name: _____

Mother: Printed name: _____

Signed name: _____

This document was acknowledged before me on the above date.

Notary public in and for the (state) _____ in (country) _____

Printed name: _____

Signed name: _____



Documentation of Living Expenses

The following information must be completed by the PARENT of international student applicants before SEVIS I-20 can be issued.

Student's name: _____ Date of Birth ____/____/____ Grade Entering _____

Guardian/Host Family Name: _____

Address: _____ City _____ State _____ Zip _____

Relationship to Student: Host Family Blood Relative _____ (Indicate Relationship)

Please check one:

- This student is not charged living expenses because he/she lives with parents.
- \$ _____ is paid annually for living expenses (room and board) while student is in care of host/guardian family. **Please enter the annual amount paid.**
- The student lives with guardian/host family, but is not charged room and board because:

Father's Printed Name

Father's Signature

Date

Mother's Printed Name

Mother's Signature

Date



Affidavit from Blood Relative

For all international students who will live with a blood relative, the following information must be completed and notarized. This information is required before the student will be eligible to participate in extracurricular activities.

The following information must be completed by the BLOOD RELATIVE with whom the applicant resides.

Student's name: _____ Date of Birth ____/____/____ Grade Entering _____

Blood Relative's Name: _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ Email Address: _____

Explain Relationship to Student: _____

Explain Relationship to Student's Parent(s): _____

This statement affirms that I am a blood relative of the above named student and that this student currently resides with me. Should the student's residence change, I will notify Prince of Peace Christian School immediately, as eligibility may change.

Printed Name

Signature

Date

This document was acknowledged before me on the above date.

Notary Public in and for the (state) _____ in (country) _____

on this _____ day of _____ 20 _____.

Printed Name: _____ Signature: _____

(Notary Seal)

Transfer Clearance Form

Student Name _____ Date of Birth _____

Phone _____ Email _____

In order to transfer to Prince of Peace Christian School, international students must have this form completed by the last educational institution they were authorized to attend by the U.S. Citizenship and Immigration Service (USCIS).

I, _____ (printed student name), give permission to release my immigration information to Prince of Peace Christian School.

 Student Signature Date

The following information should be completed by a Designated School Official:

The above named student

- is currently enrolled full time at this institution.
- is currently enrolled less than full time at this institution. Reason: _____

To the best of my knowledge, the above named student is

- in status with respect to immigration regulations.
- out of status with respect to immigration regulations. Reason: _____

Is the above named student in good academic standing at your institution? Yes No

Has the student met all financial obligations to your institution? Yes No

Student's last date of attendance ____/____/____ Date of student's enrollment ____/____/____

Student's SEVIS ID # _____ SEVIS Release Date ____/____/____

 Name of School/Institute SEVIS Code

 Address City State Zip

 Printed Name and Title of PDSO/DSO Signature of PDSO/DSO Date

Please return this form along with a copy of the student's I-20 to:
Tori Rush, Director of Admissions
tori.rush@popcs.org
Fax: 469-546-3740