



# ADMISSION PROCESS

## STEP ONE

### 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 TWO

### Interview and Acceptance

1. Parents of student will receive an email or phone call regarding an online interview.
2. Parents and student will receive an official Letter of Acceptance from HVA.

## STEP THREE

### Financial Arrangements

1. Parents need to sign a financial agreement form with the business office after acceptance.
2. Before an I-20 can be issued, a \$500 non-refundable processing fee will be required.
3. Tuition and Fees must be paid in full, in advance, in US Funds 1<sup>st</sup> week before school starts each semester.
4. All payments must be through bank wire transfer (see: Wire Transfer Instruction). There is no wire transfer fee from HVA for the first transfer. Subsequent wire transfers will be assessed at \$50 per wire transfer.
5. If paying by credit card, a convenience fee of 5% will be charged.
6. Early payment discount program is available for returning students.
7. 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 fees are refundable.



## STEP FOUR

### 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 I-20 form 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.