



International Program

Student Handbook

2021-2022

WELCOME TO TRINITY CHRISTIAN ACADEMY

Trinity Christian Academy is a private Christian school serving students and families in grades K3-12 both in Jacksonville, Florida and all over the world. As a ministry of Trinity Baptist Church, TCA seeks to empower students for wholesome Christian living, obedience to the word and the will of God, and the use of talents and gifts for the glory of God. Over 1,200 families choose Trinity Christian Academy each year for a quality, accredited education and dedicated faculty.

TCA considers it a great privilege to welcome international students each year into our learning community. The diversity, culture, and perspective our international students bring to our teaching and learning community enriches our school and is an outpouring of our global mission.

This International Student Handbook provides additional policies, rules, and procedures which complement the Trinity Christian Academy Student Handbook. The handbook provides specific directions and expectations necessary for academic success and successful graduation as an international student.

Trinity Christian Academy is a great place for international students!

ACADEMIC EXCELLENCE – TCA focuses on personalized education and helps students reach their goals and prepare them for college and the future. Through qualified and passionate teachers, small class sizes, AP classes, Honors classes, dual enrollment in local colleges, and technology we help our students accomplish great things. Some of the TOP 100 Universities and colleges in America that have accepted our international students include: Pennsylvania State University, University of California-San Diego, University of Illinois at Urbana, University of Florida, University of Washington-Seattle, University of Minnesota-Twin Cities, Indiana University-Bloomington, Florida State University, Binghamton University New York, and Mount Holyoke College.

A QUALITY ENGLISH LANGUAGE PROGRAM – Student's take the TOEFL ITP to measure their English proficiency once they arrive on campus. Based on these test results, students receive individualized English support through Intensive Reading and Writing, Learning Lab, Intensive Language Arts, Language Support Services, and academic tutoring.

A SAFE ENVIRONMENT – We have a modern security system throughout the campus including security guards available on campus 24 hours a day. Students are placed with well-qualified, highly respected host families who are vetted through an extensive process including an application, interview, home visit, state and federal background check, and fingerprinting.

A VARIETY OF ACTIVITIES – TCA has several award-winning extracurricular programs. We have a fine arts program which includes theatre, marching band, symphonic band, choir, and art. Each year our students participate in talent shows, state-wide performances, and the state-wide FACCS Fine Arts Competition which is held on campus. We also have multiple athletic teams including the 2014, 2015, 2016, and 2020 FL state football champions, 2015 FL state baseball champions, men's and women's soccer, men's and women's basketball, golf, track and field, softball, tennis, men's and women's volleyball, cross-country and weightlifting.

TABLE OF CONTENTS

International Student Program Philosophy	3
International Student Program Mission Statement	3
International Student Program Vision Statement	3
International Student Program Description	3
International Student Curriculum.....	4
General Policies, Rules, and Expectations	4
Academic Policies.....	4
English Use at School.....	5
Attendance Policies.....	6
Learning Opportunities and Adventures	6
Behavior and Discipline	7
Suspension and Expulsion.....	7
Dress Code.....	7
Host Parents/Guardians.....	8
Signed Paperwork and Agreements.....	8
SEVIS Form I-20	9
Failure to Attend and Failure to Maintain SEVIS I-20 Status.....	9
Laws of the Host Country	9
Valuables and Money	9
Insurance Coverage and High-Risk Behavior	10
New Student Orientation	10
Returning Student Orientation	11
Travel	11
Socializing and Dating	12
Driving & Transportation	13
Alcohol, Smoking, and Drug Use.....	13
Sports.....	14
Harassment	14
School Lunch	15
Church Attendance	15
Employment	15
Community Service.....	15
End of the Year Procedures.....	15
Graduation.....	16
Copy of International Student Enrollment Agreement & Guardianship Forms	17
Copy of Public Transportation for Off-Campus Activities & Permission Form	21
Additional Resources.....	23

International Student Program Philosophy

Trinity Christian Academy promotes the natural abilities of its students through a diverse and challenging academic program designed to improve English language proficiency, culture, and Biblical perspective. Through integration and English immersion international students are inspired and challenged to use their creative spirits to accomplish learning goals.

Second language instruction is unique for each student and requires a mixture of listening, speaking, reading, and writing skills. International students who are academically motivated and cognitively developed will flourish amidst the language immersion instruction which is both individualized and comprehensive. The teachers at Trinity Christian Academy provide a safe, accepting atmosphere for all international students using cooperative and instructional approaches for learning.

International Student Program Mission Statement

The mission of our International Student Program is to provide academically motivated students with opportunities for leadership and service through integration of faith and learning in an academically challenging learning environment. We strive to develop spiritually mature students who are respectful of world cultures and will uphold the values, distinction, and opportunity which characterize Trinity Christian Academy.

International Student Program Vision Statement

Our vision is to expand the learning environment to a diverse group of international students and to engage those students using meaningful and successful academic immersion into the English speaking and learning community. We seek to motivate students toward successful high school graduation and entrance to the university or post-secondary of their choice.

International Student Program Description

The TCA International Student Program is an English immersion program, with ESL support, dedicated to developing English proficient students through standardized curriculum. Students have a variety of academic and social experiences which create their unique background. We utilize this diversity to expand language skills and social perspective while improving English speaking and writing ability. Through supplemental English instruction and English support services, students are instructed utilizing

developmentally appropriate practices and proficiency level standards for listening, speaking, reading, and writing English.

International Student Curriculum

Students are expected to function in a standard classroom environment and in American society while maintaining their cultural and personal identity. The international student program includes supplemental English support alongside standardized classroom learning to provide students the greatest opportunity for English acquisition. Students identified with a greater need for English remediation are enrolled in small English classes which cater to English Language Learners and their English proficiency.

Students who complete the program will be able to:

- 1) Actively listen, comprehend meaning, and speak proficiently in English conversations.
- 2) Effectively read and write in English for academic, pleasure, and social development.
- 3) Develop an understanding and appreciation of American culture while maintaining the value of their personal heritage, traditions, and values.
- 4) Participate socially in the customs and traditions of American culture while being aware of diversity and its role in society and government.
- 5) Evaluate all learning and knowledge through a Biblical perspective and Christian values system.

General Policies, Rules, and Expectations

In addition to the Trinity Christian Academy Student Handbook, the following policies, rules, and expectations are necessary for success as an international student within the TCA International Student Program. Students must behave in a manner which represents their country with respect and honor while following the rules and guidelines of Trinity Christian Academy.

Academic Policies

In addition to the policies in the Trinity Christian Academy Student Handbook, international students should recognize the privilege and responsibility which is associated with studying in another country.

First year students will complete an English proficiency test for English and reading placement. Course placement and student schedules are determined by the English proficiency demonstrated, official

transcripts, class availability, and grade level. Students are retested at the end of each year to ensure they are functioning at or above their ability level.

Students not demonstrating academic proficiency will be placed in specific remedial classes designed for the success of international students as English Language Learners. Students should plan to remain in the assigned classes during their first year and will begin a full immersion schedule the following year.

Students are required to maintain a full course load to maintain an active I-20 status. International students must maintain a minimum "C" average or better in both ELL classes and standard classes. When a student repeatedly falls below a minimum "C" average they are required to hire a private tutor until their grades consistently improve. Private tutoring is an additional cost which must be paid by the natural parents. Students who cannot meet these minimum requirements may be asked to leave TCA at any time during the school year.

CHEATING in any form can result in dismissal from TCA at any time during the year.

Learning Lab is an afternoon program designed to provide students one-on-one and group assistance. *ALL first-year students are required to attend Learning Lab regardless of their grades.* Learning Lab allows students to seek help from other international students within the same classes and provide help class opportunities. Learning Lab is available for all international students.

English Use at School

International students face many challenges when studying abroad and the most achievement based challenge is English acquisition. According to Maureen Andrade, English language proficiency is directly connected with academic and cultural achievement (*International Students in English Speaking Universities*, 2013). Hiroshi Mikitan, CEO of a powerful Asian company, designated English as the official language of his Japanese based company because he recognized that English is a global business language. The Harvard Business Review article written by Tsedal Neeley explained that as a direct result of Mikitan's institution of an English Only policy his organization is considered one of the most "diverse and powerful" Japanese organizations (*Global Business Speaks English*, May 2012). We recognize the academic and cultural goals of our students and we believe that English language fluency is the foundation for success in American universities and business.

Students are required to speak English always while participating at school or while involved in school activities (except for classrooms teaching a foreign language). Students must speak English only while at school (classrooms, special events, activities, etc.) Students may seek permission from a classroom teacher ONLY to speak their native language in unique situations which are at the discretion of the teacher.

Attendance Policies

Students who enroll in Trinity Christian Academy should continue at the school until graduation. When students limit their study at TCA they should understand that this limits their English language instruction and proficiency level. Students are expected to commit for the duration of study to achieve the best results. Students should read the attendance policies as outlined in the Trinity Christian Academy Student Handbook.

Students are expected to be in class, on time every day. All absences, other than illness or emergency, are to be arranged in advance with the International Program Director. Students absent for illness or emergency should bring a written note the day he/she returns to school verifying the absence (Dr.'s note or letter from host parent). Students missing class without approval risk both failure and/or dismissal.

Full-time attendance, as outlined by SEVIS, requires full attendance in every class and is mandated not only for I-20 compliance but also academic credit. Students who fail to meet attendance requirements may have their I-20 revoked for failure to maintain status. Furthermore, students who fail to meet attendance requirements may be denied academic credit which could result in summer school or inability to graduate on schedule.

Learning Opportunities and Adventures

New experiences will be everywhere when you arrive in America. All these experiences will help you not only appreciate your host culture, however, will also help you understand the diversity of your home culture. Some new experiences may be challenging, but students should be willing to step out of their comfort zone and participate in new and unique opportunities and adventures.

Behavior and Discipline

Students are expected to obey the rules and guidelines of Trinity Christian Academy as printed in the TCA Student Handbook. Student discipline will be enforced by members of the faculty and teaching staff. Trinity Christian Academy uses a demerit system for discipline. Students who consistently disobey the rules and guidelines of the school and/or receive an excessive number of demerits will be asked to leave the school at the full discretion of school administration.

Suspension and Expulsion

A student may be expelled from Trinity Christian Academy for any serious breach of school policy, rule, or procedure as stated in the School Handbook and/or the International Student Handbook, or any behavior that places the school in disrepute. This applies to behavior that occurs both on campus and off campus and during and outside of class time.

Suspension: involves barring the student from participation in any school activity, including classes, for a specified period based on the infraction. Suspension may also be limited to co-curricular activities. Any student suspended from classes may not be allowed to make up class work and tests.

Expulsion: involves that a student be immediately and permanently removed from Trinity Christian Academy and is at the discretion of school administration. Students will be automatically expelled if, after investigation, are found in possession of a weapon or have other serious infractions. This can also result from consistent or intentional disregard for the policies and regulations established through the School Handbook or International Student Handbook.

Dress Code

Students should abide by the uniform code outlined in the *Trinity Christian Academy Student Handbook*. Students are responsible to purchase all uniforms upon arrival and before the first day of school. Compliance with this and all policies is a prerequisite to classroom attendance.

Students should dress modestly both while in school and outside of school as a reflection of the wholesome Christian values encouraged through the International Student Program. Students who disregard dress

code policies outlined by the school and/or their host family may result in disciplinary action taken by the school.

Host Parents/Guardians

Trinity Christian Academy requires respect, responsibility, and integrity from its students. Students are expected to provide full cooperation with their host families. Students must show respect and abide by all the house rules. Students should fully integrate with the host family by voluntarily helping with family chores and spending time with the family. House rules and expectations should be accepted and followed by the student. Limitations and consequences given to the student by a host family or guardian should be accepted by the student with a respectful attitude and a desire to improve the behavior immediately.

ALL international students are under the direct care and supervision of the school, their guardian or host family, and their agency. Students who are disobedient, disrespectful, or cause other disruptive behaviors with their host family or guardian may receive disciplinary sanctions and/or demerits at Trinity Christian Academy. Repeated failure to cooperate will result in dismissal from Trinity Christian Academy.

Students should not discuss with others the private affairs of their host family.

International students who are not living with immediate family must live with a host family or guardian approved by their sending agency or family advisor. The school reserves the right to deny a host family or guardian for any reason the school deems to be in the best interest of the student while they are enrolled or seeking enrollment at Trinity Christian Academy.

Signed Paperwork and Agreements

It is the responsibility of the natural parents and the student to understand and sign all necessary paperwork required for enrollment and registration at Trinity Christian Academy and its International Student Program. Any falsification of information and/or signatures will result in denial of admission or dismissal.

SEVIS Form I-20

The SEVIS I-20 is an official document. The I-20 is used for obtaining a visa, entering the U.S., transferring schools, and informing the United States Citizenship and Immigration Services (USCIS) when there is a change in your program. As an international student, you should always be in possession of your I-20.

Before you leave the U.S. for temporary visits, you must have the I-20 endorsed by the International Program Director. Otherwise, you may not be allowed to re-enter the United States. Students should make sure they have all necessary travel paperwork before leaving the United States. It is your responsibility to maintain your I-20 status.

Students who lose their I-20 must immediately report this to the International Program Director. A new I-20 will be issued for the student within 48 hours of the request.

Failure to Attend and Failure to Maintain SEVIS I-20 Status

A student's "Failure to Attend" school and "Failure to Maintain Status" by excessive absences/tardies and/or unacceptable grades is unacceptable. "Failure to Attend" and "Failure to Maintain Status", as outlined by SEVP, are in violation of the student's status with the I-20 issued by Trinity Christian Academy.

It is the parents, guardians, host parents, and student's responsibility to follow all policies, rules, and procedures as stated in the School Handbook and the International Student Handbook. Trinity Christian Academy is required to terminate the SEVIS I-20 record of a student who has violated his/her status. Tuition and fees are non-refundable for a student whose SEVIS I-20 record has been terminated or cancelled.

Laws of the Host Country

The student must obey the laws of the host country and the states and provinces where he or she lives and visits. If violating any law, the student must return home immediately and at the expense of the natural parents with the involvement of Homeland Security.

Valuables and Money

Students are encouraged to leave all valuable items in their home country. However, items used by the student at school (technology, etc.) should be kept in a secure location at their host home. Students should

not keep large amounts of cash at home or at school. The school cannot be held responsible for lost or damaged items which a student brings to school. It is recommended for students to acquire a bank account.

Insurance Coverage and High-Risk Behavior

Students must maintain health insurance coverage in order to attend Trinity Christian Academy. Proof of health insurance must be provided to the school before a student arrives at the airport and should cover the student from the time of departure from their home country and calendar year thereafter.

Students who fail to provide proof of appropriate health insurance will be automatically enrolled through a 3rd party carrier and billed accordingly. The student insurance should include, but not be limited to, health, medical and accident coverage for injury and illness; death benefits (including reparation of remains); disability or dismemberment benefits; emergency medical evacuation; emergency visitation expenses; 24-hour emergency assistance services; legal services; and personal liability.

Students are forbidden to participate in any dangerous sports or activities such as hang gliding, bungee jumping, sky diving, tattoos, piercings, pornography, unacceptable use of technology, etc.... Students will abstain from all sexual activity, serious romantic involvement, engagement, and/or marriage. The natural family will accept full responsibility for any situation arising from the student's involvement in such high-risk behaviors.

New Student Orientation

New students should plan to arrive in Florida and at Trinity Christian Academy for the International Student Orientation and TCA registration according to the date given by the International Program Director. This mandatory orientation provides students an overview of the program while acquainting them with the school and its teachers. Students will meet faculty and staff, review the handbook, tour the campus, and much more.

Students will complete an English proficiency test such as the TOEFL iTP and reading placement test. Course placement and student schedules are determined by the English proficiency demonstrated, official transcripts, class availability, and grade level. Students are retested at the end of each semester during their first year.

Trinity Christian Academy provides a diverse educational experience including the arts, theater, music, sports, and various clubs. Orientation will provide students an introduction to the various clubs and co-curricular activities which will help them establish strong social connections and improve their English through social interaction.

Returning Student Orientation

Returning students should plan to arrive in Florida and at Trinity Christian Academy for the International Student Orientation and TCA registration according to the date given by the International Program Director. This is mandatory for all returning students.

Returning students are a very important part of our international program. This orientation is designed to integrate both new and returning students and build relationships which will support both types of student. This is an opportunity for students to maintain their new schedules, prepare for a new year, and interact with friends from the previous year.

Travel

Students can return home during school holidays or remain with their host family throughout the school months. Students who wish to remain in the states during the summer break must receive written permission from their agency, school, and host family. Students remaining for the summer must inform the International Program Director. *There can be no travel during the school mid-term or final exam schedule.*

Students are expected to travel accompanied by their parent, guardian, or host parents. Students traveling with their host family, guardian, or school personnel should inform the International Program Director of the dates, times, and nature of the travel no less than 2 weeks from the travel date(s).

Students traveling out of the country must obtain permission no less than one month in advance of travel. Students traveling overseas without proper documentation can be refused entry into the United States upon return. The International Program Director must verify paperwork is in order before departure.

NO STUDENT CAN TRAVEL WITHOUT ADULT SUPERVISION 25 YEARS OF AGE OR OLDER (Overnight Trip) OR 21 YEARS OF AGE OR OLDER (Day Trip).

All travel permission is at the final discretion of the school, host family or guardian, and/or the agency. Except for family emergencies, students should remain in the United States the entire school year. Students who wish to travel to their home country for various occasions and holidays may only do so with written permission from the natural parents, host parents or guardian, and/or the agency.

Students who fail to follow the travel policy are subject to suspension or expulsion upon return from their travel/trip. Furthermore, students who travel without current work or test permission(s) will receive a zero which may result in a failing grade for the class.

Socializing and Dating

Whether a student is in a homestay program or living with a guardian they must abide by all the guidelines of the school and the international program concerning socializing and dating. All interactions between male and female students should represent good moral character. The school reserves the right to restrict socializing and/or dating for any international student. Students who do not honor the restrictions set by the school may receive disciplinary action. **Keep in mind that you may not be able to move about as freely or with as little supervision in your host country as you would at home.**

Socializing: any time a group consisting of both male and female students spends time together participating in conversation or activities. All socializing after dark must be in well-lit, public areas. At no time should a male and female student be alone together in an isolated area or vehicle. A host parent or guardian can limit the amount of time or activities of student socializing as dictated by their family rules and comfort level.

Dating: formal socializing between male and female students. *Dating is not encouraged;* however, students who wish to participate in a dating relationship may do so with written permission from their natural parents and their agency. Students who are dating must follow the rules and family standards of their host family or guardian. Host families and guardians have the right to limit or restrict dating for any student living in their home regardless of permissions obtained from their natural parents and/or agency.

Driving & Transportation

Statistically, teenage drivers have a higher accident rate. *For this reason, students who wish to drive must be a senior **and** 18 years of age.* They must also have written permission from their natural parents and written permission from school administration to pursue a driver's permit. Any costs associated with driver training, pursuing a license, insurance costs, proper storage of the car when away from the US (cannot be stored at the host home), and driving itself are the responsibility of the student. *Proof of insurance must be provided.*

Natural parents who allow their child to ride in a car with another teenage driver assume full responsibility. Trinity Christian Academy cannot be held responsible for such behaviors and does not condone such behavior.

Use of Public Transportation is only available for students 18 years or older AND with a signed permission form from their natural parents on file. No student under the age of 18 years old can join the ride at any time and all socializing guidelines should be followed. A copy of the Public Transportation Permission Form and Policy is provided in the back of this handbook.

Alcohol, Smoking, and Drug Use

Florida law prohibits use of alcohol by anyone less than 21 years of age. It is illegal to drive after consuming excessive alcohol in any form (including medications, cough syrup, etc....) or taking any drug (including prescription medications). The law also prohibits anyone of any age using illegal drugs. Tobacco is illegal for anyone under 18 years of age. No combination of alcohol or drugs should be used at any time.

Students who do not abide by these laws may be required to return to his/her country immediately at the expense of the natural parents with the involvement of Homeland Security.

TCA does NOT allow alcohol, smoking, and drug use while enrolled as a student. Using these substances will result in immediate dismissal from the program.

Sports

Eligibility and participation are not guaranteed to international students. The FHSAA, Florida High School Athletic Association, determines eligibility for international students based on their age, years in school, accuracy of paperwork, and other factors. FHSAA regulations ultimately determine eligibility.

Many school sports require “try outs” for a position on the school sports team. Even if you are legally allowed to participate, you still may be “cut” from the team, which means you are not chosen to play on the team after the “try out” period is completed. Club sports are typically all inclusive and much more enjoyable for our international students as they most resemble sports involvement from their home country.

Sports participation is a privilege. Students who are “cut” or are ineligible based on state guidelines should keep this in perspective; sports are only a small portion of school life in America. Students will need to check with their host family to find out if school sports or club sports are an option. Any sport comes with additional uniform and sport fees which are the responsibility of the student and natural parents.

Harassment

Harassment is any behavior or remark including, but not limited to, gestures, jokes, physical contact, teasing, excessive attention, bullying, cyber bullying, unwanted pictures or written material which makes a person feel threatened, offended, or unwanted. A student should tell the person responsible for the harassment and a school staff member that they feel harassed by another individual as soon as the harassment occurs.

Any reports of harassment made to the school will be promptly investigated and are confidential as much as possible concerning the situation. The school cannot control the people and situations you may encounter while in America, but TCA is committed to providing the safest environment possible for international students.

Students who are initiating or participating in any form of harassment and/or physical, verbal, or visual may be subject to immediate dismissal and return to his/her country by school administration and at the expense of the natural parents with the involvement of Homeland Security.

School Lunch

Students are responsible to purchase/bring their own lunch to school. Students who wish to use automated payment system available through the lunch room will need to set up their account and deposit funds as necessary. Host parents are not responsible to purchase lunch or lunch supplies on school days.

Church Attendance

Trinity Christian Academy is a private, Christian school dedicated to developing students both academically and spiritually. Furthermore, church is an important aspect of American culture. For this reason, students should anticipate attendance to at least one service a week and in accordance with the house rules of their host parents or guardian.

Employment

International high school students on an F-1 visa are not allowed to work while in the United States.

High school students who become employed while attending high school may be terminated and deported for violating their immigration status.

Community Service

Students should be prepared to participate in community service opportunities while enrolled at Trinity Christian Academy. Community service is a vital part of any culture and builds personal qualities necessary for success in life and as future leaders. Community service listed on a college or university resume builds value and shows a student's diversity and personal drive for excellence. By your senior year you should have completed a minimum of 100 hours of community service.

End of the Year Procedures

Students must turn in all school supplies, textbooks, etc.... which were identified by the school as returnable resources. For a student to have their I-20 and/or transcripts and records released at the end of the year their financial balance should be at zero with all items turned in as required.

Students will be required to provide updated contact information before leaving for the summer.

Graduation

A high school diploma is not guaranteed to any student but it is earned. Students who meet all the graduation requirements by way of academics, attendance, and disciplinary record will be allowed to participate in graduation from Trinity Christian Academy.

Copy of International Student Enrollment Agreement & Guardianship Forms

F-1 visa status is granted for the purpose of being a full-time student. All international students are required to abide by strict regulations from the United States Citizenship & Immigration Services (USCIS). Penalties for violations of Immigration Law can be severe, therefore, it is extremely important for students to understand and comply with all regulations. Check the USCIS website at www.USCIS.gov for more information.

F-1 Students Must:

- a. **Maintain a full course of study** according to state of Florida graduation requirements. *Only one on-line course per semester is allowed* and must be approved through the TCA guidance office and by the Director of International Student Services.
- b. **Attend class.** Students missing class without approval risk both failure and/or dismissal.
- c. **Make normal progress** towards completing your course of study which is defined by a cumulative grade point average (GPA) not to fall below 2.0 or "C" average. Two consecutive semesters with a cumulative GPA below a 2.0 or "C" average will result in failure to remain in good academic standing.
- d. **Maintain sufficient funds** for tuition, fees, books, and living expenses. Tuition/fees are due in full according to school deadlines. F-1 students are not eligible for in-district or in-state tuition or financial aid or scholarships.
- e. **Purchase and maintain health insurance** throughout your enrollment. Proof of insurance required.
- f. **Keep your passport, visa, and I-20 valid** at all times. If your I-20 expires prior to completion of your academic program, contact the school DSO before expiration. It is the student's responsibility to maintain their visa and passport within expiration.
- g. **Notify the school DSO immediately concerning changes of:** address, telephone number, school transfer, or permanent return to your home country within ten (10) days. TCA is required to report all such information to USCIS.
- h. **Do not leave the United States** to any destination without having your I-20 signed by the school DSO. If you plan to travel to Canada, you may need to obtain a special visa. Check www.USCIS.gov website before traveling outside the United States.
- i. **Unauthorized travel within the United States** or to a student's home country may result in dismissal from TCA as violation of school policy and failure to maintain status.
- j. **No on-campus or off-campus employment** unless specifically authorized under the regulations at 8CFR 214.2(f) (9) or 214.2 (f) (10).
- k. **Regularly check your PlusPortal** account to ensure you are receiving communications and maintaining status based on regulations defined by TCA school policy.
- l. **Students must abide by the policies and regulations** of Trinity Christian Academy.
- m. **Students must obey the laws** of the host country.
- n. **Contact the school DSO** if you have any questions about the above information. DSO's however, are not immigration experts and it is your responsibility to consult with USCIS.

By signing here, I certify that I have read and understand this information. I also understand that non-compliance will result in a violation of USCIS law which can lead to a loss of my F-1 student status. I recognize that this acknowledgement is in effect from the time of initial admission to Trinity Christian Academy and throughout each semester of enrollment thereafter.

Signature of Parent/Guardian

Date

Signature of Parent/ Guardian

Date

Signature of Student

Date

BEFORE SIGNING THIS ENROLLMENT AGREEMENT, READ CAREFULLY:

- ◆ I understand the general philosophy of education and agree with the purpose and intent of Trinity Christian Academy and its International Student Program.
- ◆ I agree to abide by all rules and policies as outlined in the TCA International Program Student Handbook, TCA Upper Division Student Handbook, and the TCA Pledge of Cooperation. Handbooks and the Pledge of Cooperation are available at www.tcajax.org.
- ◆ I agree to follow the provided school schedule for the calendar year, including all dates for arrival, departure, and school breaks. I commit to all student orientation requirements and guidelines and end of the year procedures.
- ◆ I understand that I am required to pay ALL tuition and fees in accordance with the International Student Program Financial Requirements and Responsibilities Form; which also includes the refund and payment policies of the TCA International Student Program.
- ◆ I agree to produce valid proof of medical/health insurance before arrival in the United States. If I cannot produce proof of insurance I acknowledge that the school will purchase insurance through a 3rd party and will be billed accordingly.
- ◆ I declare that all the information I have submitted for my application for admission and all information hereafter is true, correct, and complete. I understand that falsification of any information will jeopardize the I-20 and/or may result in Trinity Christian Academy revoking its decision to honor school registration and/or an I-20.
- ◆ I understand that all policies, rules, and regulations apply to students who are emancipated or eighteen (18) years of age or older as long as they are enrolled in Trinity Christian Academy.
- ◆ I am responsible for understanding the rules and regulations for being on a student visa in the United States and compliance thereof.
- ◆ I authorize Trinity Christian Academy to release to any United States Government Officer information required to determine my compliance with United States Immigration Laws. Further, I understand that the school may report to the United States Immigration and Naturalization Service those students who are not registered, are not pursuing a full course of study, or are not meeting the minimum academic standards of TCA.
- ◆ I understand and will comply with the requirements as stated in this agreement and will commit to be a student of respect, responsibility, and integrity in all areas of student life.

By signing here, I certify that I have read and understand the enrollment agreement in its entirety. I certify that I take full responsibility for all the above criteria and that failure to comply with any of these regulations or rules may result in delay, denial, or withdrawal of admission or continued attendance/enrollment. I recognize that this agreement is in effect from the time of initial admission to Trinity Christian Academy and throughout each semester of enrollment thereafter.

Signature of Parent/Guardian

Date

Signature of Parent/ Guardian

Date

Signature of Student

Date

Legal Documents

Student Agreement

Please read carefully. Sign and date below where indicated.

In the city of _____, country of _____, on the ____day of _____ in the year 20____, I _____, the student, agrees that upon acceptance by Trinity Christian Academy, I will travel to the host country, live with an approved host family, and attend the school for the length of time agreed upon by me, my parents, and the school. I hereby state that I have read and understand the school and international student program (ISP) rules and conditions. Should I, as a student, be admitted to and enrolled in the school, I agree to abide by all the school and ISP rules, conditions, and decisions throughout the duration of my enrollment in the school. I understand that while a student in the school my activities are under the authority of the school. Therefore, my parents/legal guardians cannot authorize me to engage in an activity or activities without the school's approval. I also understand that any relatives that I may have in the host country will have no authority over me while I am a student in the school. I attest that I am of good health and character, I understand the important role of an international student, and I will, to the best of my ability, maintain the high standards required of an international student should I be chosen to represent my family, school, community, state/province, and country. I further state that all the material contained in this application and in the attached documents is true and accurate to the best of my knowledge.

Student's Name (please print) _____

Signature _____ **Date** _____

Parents/Legal Guardians Agreement

Please read this agreement carefully. Sign and date below where indicated.

In the city of _____, country of _____, on the ____day of _____ in the year 20____, I/We, the undersigned parents or legal guardians (hereafter parents) of _____, agree that if my/our child is accepted by _____ (hereafter school), my/our child is permitted to travel to the host country, live with an approved host family, and attend the school for the length of time agreed upon by me/us, my/our child, and the school. I/We hereby state that we have read and understood the school and international student program (ISP) rules and conditions. Should my/our son/ daughter be admitted to and enrolled in the school, I/we agree to abide by all the school and ISP rules, conditions, and decisions throughout the duration of his/her enrollment in the school. I/We understand that while our son/daughter is a student in the school his/her activities will be under the authority of the school. Therefore, I/we understand that I/we cannot authorize my/our son/daughter to engage in an activity or activities without the school's approval. I/We also agree that any relatives we may have in the host country will have no authority over him/her while he/she is a student in the school. I/We attest that our child is of good health and character, understands the important role of an international student, and will, to the best of his/her ability, maintain the high standards required of an international student should he/she be chosen to represent his/her family, school, community, state/province, and country. I/We further state that all the material contained in this application and in the attached documents is true and accurate to the best of my/our knowledge.

Father's/Legal Guardian's Name (please print) _____

Signature _____ **Date** _____

Mother's/Legal Guardian's Name (please print) _____

Signature _____ **Date** _____

Legal Documents

Liability Release

Please read carefully. Sign and date below where indicated.

In consideration of the acceptance and enrollment of the student in Trinity Christian Academy, I/we, the undersigned parents/legal guardians of the student, and I, the student, if of legal age, to the full extent permitted by law, hereby release and agree to defend, hold harmless, and indemnify all host parents and members of their families and the school and its employees, agents, officers, and directors from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of any negligent act or omission, excepting intentional conduct, of any such persons or entities, which may be suffered or claimed by such student, parent, or legal guardian during, or as a result of, the student's enrollment in the school, including travel to and from the host country. I/We understand that the student will be subject to the authorities and teachers of the school, and that he/she will have to follow the rules given by his/her host family. I/We also understand that the school reserves the right to terminate the enrollment any student whose conduct may be considered detrimental or incompatible with the interests and security of the school and its international student program (ISP). I/We understand that if this occurs, any refund will be at the discretion of the school and in accordance with the financial responsibility and requirements.

Father's/Legal Guardian's Name (please print) _____

Signature (mandatory if student is under age 18) _____ **Date** _____

Mother's/Legal Guardian's Name (please print) _____

Signature (mandatory if student is under age 18) _____ **Date** _____

Student's Name (please print) _____

Signature _____ **Date** _____

Copy of Public Transportation for Off-Campus Activities & Permission Form

Student Name _____

Date _____

Transportation and Off Campus Activities - International Program

I understand that participation in off-campus activities involve risks. These risks involve traveling to and within, and returning from, one or more locations. I take full responsibility of those risks.

_____ (Student Initials)

I understand that Trinity Christian Academy, the homestay parents, and my agency (if applicable) do NOT represent or take responsibility for the transportation decisions I make. _____ (Student Initials)

I understand that my voluntary use of public transportation is my responsibility. Public transportation is defined as the use of any car, vehicle, bus, plane, or other mode of transportation other than riding in my homestay family's vehicle. _____ (Student Initials)

I understand that Uber, Lyft, and other like kinds of public transportation services, is my decision and I take personal responsibility for the use of those services. I assume responsibility for any items left in these vehicles.

_____ (Student Initials)

I understand that Trinity Christian Academy, my homestay parents, and my agency (if applicable) are not responsible for injury, loss, damage, accident, delay or expense that may arise out of my transportation decisions and travel arrangements. _____ (Student Initials)

I understand that Trinity Christian Academy, my homestay parents, and my agency (if applicable) are not responsible for any injuries or loss that I may suffer while attending social events or travel off school campus. It is my responsibility to maintain my own safety and health. _____ (Student Initials)

I understand that it is my responsibility to gain permission from and inform Trinity Christian Academy, my homestay parents, and/or my agency (if applicable) of my whereabouts, at all times, in case a need may arise to contact me. _____ (Student Initials)

I understand that it is my responsibility to abide by the local, state, and federal laws. _____ (Student Initials)

I understand that I am responsible to attend any legal proceedings that may arise from my choices, conduct, behavior, and actions. I will not involve Trinity Christian Academy, my homestay parents, or my agency (if applicable). _____ (Student Initials)

I understand that I am solely responsible for my personal belongings (jewelry, money, computer, etc.). Trinity Christian Academy, my homestay parents, and my agency (if applicable) are not responsible if my items are lost, stolen, or damaged. _____ (Student Initials)

I have read, understand, and signed the school Public Transportation Policy. _____ (Student Initials)

I have read and understand the information on this document and agree to the outlined conditions.

Parent(s) Signature_____

Date_____

I am the parent or legal guardian of the above-mentioned student.

Student Signature_____

Date_____

Student Name_____

Date_____

TCA Public Transportation Permission Form – International Program

Students who wish to utilize public transportation such as Uber, Lyft, and other kinds of public transportation services, must adhere to following guidelines. Public transportation is defined as the use of any car, vehicle, bus, plane, or other mode of transportation other than riding in my homestay family's car.

Guidelines for Public Transportation

- Students must be 18 years or older.
- Students under 18 years of age are not allowed to join the ride.
- Students are fully responsible for any related financial responsibilities, lost items, etc.
- Students must have written permission from their homestay parent. Written permission can be via email, WeChat, text message, or other phone or social media types of communication.
- Student must obtain written permission EACH time they utilize public transportation
- Students must adhere to all curfew and communication guidelines set by the host parent.
- Students must have a signed Public Transportation Permission Form on file at the TCA International Program Office.
- Students must have a signed Transportation and Off Campus Activities Form on file at the TCA International Program Office.

Discipline Standards for Public Transportation

- I understand it is my responsibility to abide by the local, state, and federal laws. I also understand that I am responsible to attend any legal proceedings that may arise from my choices, conduct, behavior, and actions. I will not involve Trinity Christian Academy, my homestay parents, or my agency (if applicable).
- The following discipline protocol is in place for students who violate the policy outlined above.
 - **1st Offense:** 5 demerits for poor judgement and a warning of loss of privilege
 - **2nd Offense:** 5 demerits for poor judgement and loss of privilege for the semester

- **3rd Offense:** 15 demerits, In School Suspension, and loss of privilege for two semesters
- **4th Offense:** 15 demerits, In School Suspension, permanent loss of privilege, and subsequent review of the student's participation in the international program; which may result in school withdrawal or a denial of re-enrollment privilege.

I have read and understand the information on this document and agree to the outlined conditions.

Parent(s) Signature_____

Date_____

I am the parent or legal guardian of the above-mentioned student.

Student Signature_____

Date_____

Additional Resources

Books about American Culture:

Althen, Gary. 2003. *American ways: A guide for foreigners in the United States*. 2nd ed. Yarmouth, ME: Intercultural Press.

Asitimbay, Diane. 2009. *What's Up, America? A foreigner's guide to understanding Americans*. 2nd ed. San Diego, CA: Culturelink Press.

Kieffer, Jarold, A. 1998. *What are those crazy Americans saying? An easy way to understand thousands of American expressions*. 3rd ed. SER Publishing.

Lanier, Alison, R. 2005. *Living in the U.S.A.* 6th ed. Rev. by Jef C. Davis. Yarmouth, ME: Intercultural Press.

Books about Crossing Cultures:

Hansel, Bettina. 2007. *The exchange student survival kit*. 2nd ed. Boston, MA: Intercultural Press.

Pollock, David C., and Ruth E. Van Reken. 2001. *Third culture kids: The experience of growing up among worlds*. Boston: Nicholas Brealey.

Storti, Craig. 2001. *The art of crossing cultures*. 2nd ed. Yarmouth, ME: Intercultural Press.

Helpful Websites:

ACSI Website: www.acsi.org

Center for Disease Control: www.cdc.gov/travel

Travel Document Systems (TDS): www.traveldocs.com/visas.htm

U.S. Department of Homeland Security, Immigration and Customs Enforcement:
www.ice.gov/sevis/students/index.htm

U.S. Department of Homeland Security, Transportation Security Administration:
www.tsa.gov/travelers/index.shtm

U.S. Department of State, Bureau of Consular Affairs: www.travel.state.gov/visa