



International Application Checklist

- _____ 1. If you would like more information, contact the school at 517-882-5779
- _____ 2. Fill out:
 - Application for Admission
 - Sign Request for Records Page, Statements and Agreement Page, International Parent Agreement with Host Family, and Health Form (if parents will not be in the USA)
- _____ 3. Have the following recommendations filled out and sent in by the appropriate person:
 - Pastor Recommendation
 - Teacher Recommendation
 - SLEP test
- _____ 4. Get a copy of the student's most recent report card and transcript, and record of immunizations and include it with the other documents.
- _____ 5. Send in application and \$1500 application fee (\$1300 will be refunded if LCS does not approve the application):
 - Payment can be made by check, credit card, or wire-transfer
 - Checks should be made out to Lansing Christian School and mailed to the address below
- _____ 6. Documents can be:
 - Faxed to 517-882-5849
 - Mailed to:
 - Director of Admissions
 - Lansing Christian School
 - 3405 Belle Chase Way
 - Lansing, MI 48911
 - USA
- _____ 7. Set up interview with principal — call 517-882-5779 to arrange either a phone or in person interview.
- _____ 8. Once the student is admitted, a Letter of Admission will be sent:
 - The International Registration Contract must be completed , signed and returned.
 - An I-20 (visa) will be set up for the student through the school
 - Pay tuition for the year (complete the tuition contract). 50% of the tuition is due before the first day of school, the remaining 50% must be paid no later than January 1



Application for Admission

Please print in black or blue ink when completing this form.

Parent Contact Information

Father/

Mother

Last Name _____

Last Name _____

First Name _____

First Name _____

Street Address _____

Street Address _____

City _____

City _____

State _____ Zip _____

State _____ Zip _____

Country _____

Country _____

Please check preferred contact phone number & email address (can check more than one)

Email _____

Email _____

Home Phone _____

Home Phone _____

Cell Phone _____

Cell Phone _____

Alumni? YES NO Year graduated _____

Alumni? YES NO Year graduated _____

Date of Birth _____ Marital status _____

Date of Birth _____ Marital status _____

Business Phone _____

Business Phone _____

Employer/Position _____

Employer/Position _____

Church Affiliation

Please ask your pastor to complete the Lansing Christian Pastor's Recommendation Form and return it promptly to Lansing Christian School's Main Office.

Church Name/Address _____

Pastor's Name _____ Telephone _____

Weekend Church Attendance: Weekly Monthly Occasionally

Church activities in which there is regular participation (other than Sunday attendance):

Father _____

Mother/ _____

Student Applying _____



Application for Admission

Explain briefly why you want a Christian education for your child(ren).

How did you hear about Lansing Christian School (please mark all that apply)?

A Lansing Christian School Family Name: _____

How do you know this family? _____

Radio Spot _____ Newspaper Advertisement Kids World Article LCS Website

Telephone Book Church Other (please specify): _____

References

Name _____ Relationship _____

Phone Number _____ Email _____

Name _____ Relationship _____

Phone Number _____ Email _____

Student Information

Student Full Name (First, Middle & Last) _____

Date of Birth _____ Gender Male Female

Grade Applying: High School Grade (please specify) : _____

School Year 20011-12 20012-13

Child is living with: Both Parents Father Mother Other (please specify): _____

Current School _____ Street Address _____

City _____ State _____ Zip _____

Any Grades Repeated? Yes No *If "Yes", which Grade(s)* _____

Does this student speak and understand English? Yes No



Application for Admission

Student Information Continued

Please describe briefly the student's interests, talents, and abilities:

Student Testing — Copies of any educational, psychological, medical or behavioral testing completed within the last three years must be submitted to LCS with this application. Please note, this application will not be processed until all appropriate documents are received. If you have any further information which may assist us in the guidance of your child at LCS, please explain on a separate sheet of paper and submit with this application.

Has your child had any diagnostic, psychological, behavior, or academic testing within the last three years?

Yes No *If "Yes" please list types of testing and dates tested:* _____

Has your child ever been diagnosed with learning disability or cognitive impairment? Yes No

If "Yes" please list any diagnoses: _____

Student Disciplinary History — Has the student ever been the subject of a school-required disciplinary action? (e.g. after school detention, suspension, expulsion) Yes No *If "Yes", please explain on a separate sheet of paper.*

Has the student ever been in any trouble with the law? Yes No *If "Yes", please explain on a separate sheet of paper.*

Student Completed Questionnaire—*This section is to be completed by Student who is applying*

Please list your present subjects and grades from your most recent report card:

Subject	Grade

How many students are in your entire grade at your current school? _____

How would you rank your academic standing in your grade?

Top Tenth Bottom Tenth Bottom Half



Application for Admission

Student Questionnaire Continued

Which academic subjects are of greatest interest to you? _____

Which academic subjects are of least interest to you? _____

Have you ever had private tutoring lessons in any subject? Yes No *If "Yes", please explain which subjects, for what reason and for how long:* _____

The following questions are regarding your activities and experiences. There is no expectation that you have done all of the things suggested. This is simply an opportunity for you to tell us more about those areas in which you have taken an active interest.

Describe your creative abilities (musical, artistic, literary, dramatic): _____

Describe your athletic activities: _____

Describe any camp experience you have had: _____

Describe hobbies you actively pursue: _____

Describe areas of interest and/or involvement in your church: _____

Describe any jobs you do in or outside your home: _____

Student Conduct Commitment

As a Christian school, Lansing Christian is committed to the teachings of the Bible. We are persuaded that there should be a direct relationship between what a Christian believes and how he or she behaves. We acknowledge that it is impossible to implement behavioral standards that are acceptable to every student. We do, however, believe that it is essential to attempt to uphold the standards of the Bible. Therefore we expect all LCS students to abstain from the use of tobacco, alcoholic beverages, illegal drugs, profane language and immodest behavior.

If you agree to faithfully abide by the standards above, please sign your name and date here.

Signature _____ Date _____

Student's Personal Essay

As a prospective student of Lansing Christian School (LCS), please write an essay answering the following questions. Why do you wish to attend LCS? What do you feel you can contribute to LCS? How would you describe your relationship with Christ, and what does He mean to you?

Continue on next page if necessary.



Request for Records

Student and School Information

Student Name _____ Current Grade _____

Current School _____

Current School Street Address _____

City _____ State _____ Zip _____

Record Request

This is to certify that the above applicant has applied for admission for the _____ school year to Lansing Christian School at 3405 Belle Chase Way, Lansing MI 48911.

Please send copies of all school records including academic records, standardized test scores, health records, behavioral records, and psychological records to the address indicated above. Thank you for your cooperation.

LCS Administrator

Date

Request Verification

Are all financial obligations of the above applicant current? Yes No

Date Records were sent: _____ Registrar Telephone: _____

Registrar Signature

Date

Lansing Christian School
3405 Belle Chase Way, Lansing MI 48911
Main Office Phone: (517) 882-5779 Fax: (517) 882-5849
www.lansingchristianschool.org

Beliefs Statement

Lansing Christian School is committed to the Christian perspective of life as set forth in the Bible, recognizing God as the Creator of all things, Jesus Christ as the Son of God and the Savior of all who acknowledge Him as Lord, and the Holy Spirit as the one who reveals truth. We believe that the knowledge of God is the beginning of wisdom, that fellowship with God is the basis for true fellowship with one another, that each student is uniquely created by God as a spiritual, intellectual, social, and physical being and is endowed with particular gifts. The goal of our school, in cooperation with the home and church, is to assist the parents to train their children in the nurture and admonition of the Lord and to aid each student to develop to his or her full potential. Therefore, we believe that it is right and reasonable that families join together to provide an educational system which accomplishes this aim.

Faith Statement

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God; the source, support, and end of all things; eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe in the present ministry of the of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

Parent/Guardian Agreement

- I agree that I am enrolling my child(ren) in Lansing Christian School because of my earnest desire that my child(ren) receive Christ-centered academic training.
- I want my child(ren) to be educated in a manner consistent with the Beliefs Statement and Faith Statement of Lansing Christian School.
- I agree to pray earnestly and regularly for LCS.
- I agree to assume responsibility for my child's(ren's) education and for supervising assigned homework and maintaining regular contact with teacher(s).
- I commit to practical help and support for the administration and teaching staff.
- I recognize the importance and appropriateness of supporting this ministry with tax deductible contributions as I am able.
- I give permission for my child to be disciplined according to school policy as outlined in the Parent/Student Handbook (as posted on the LCS website).
- I recognize that the school has the right to dismiss any student or family who does not uphold its standards, comply with student handbooks, or cooperate in the educational process.
- I will continue to grow spiritually through regular attendance at worship and involvement in a local church.
- I commit to guarding my tongue and not speaking negatively about LCS and instead I commit to seeking to resolve the matter with the person(s) involved rather than spreading criticism or holding a negative attitude in my heart.
- I will mirror Christian values to my child and will not participate in practices that would be considered illegal or considered by the school as immoral or inconsistent with a positive Christian lifestyle such as cohabitation without marriage or participating in a homosexual relationship.

I(we) hereby certify the I(we) have read the Beliefs Statement, Faith Statement, and Parent/Guardian Agreement and affirm that my(our) beliefs are consistent with those stated. I(we) furthermore accept the conditions and requirements of all other official policies and procedures of Lansing Christian School, including the payment of all tuition and fees.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date



International Parent Agreement With Host Family

Please print in black or blue ink when completing this form.

Parent Last Name _____ First Name _____

Parent Last Name _____ First Name _____

Host Parent Last Name _____ First Name _____

Host Parent Last Name _____ First Name _____

As the parent(s) of _____ (student name), I/we understand and agree to:

- *Communicate regularly with the above student's host parent.*
- *Sign the attached medical authorization, giving the host parent(s) permission to seek medical for my student*
- *Provide a copy of immunization records to the school.*
- *Pay all expenses as they occur, including ESL classes if LCS determines they are necessary.*
- *Hereby appoint the above mentioned host parent(s) my attorney(s) in fact for the purposes set forth above, while my child is a student at LCS*
- *In the event the above mentioned guardian is unable to fulfill his/her duties, I will immediately secure the services of another individual to serve as guardian.*

I authorize the above person to take care of and assume responsibility for the above mentioned student as I would do if personally present. I understand that if I do not uphold this agreement, Lansing Christian School has the right to remove the above student from the school, and I must make immediate plans to return my student to my home.

Parent Signature _____ Date _____

Parent Signature _____ Date _____



Health Form

Child's Name _____ Sex ____ Date of Birth _____

Address _____ Today's Date _____

Number Street City State Zip

Child's Place of Birth _____

State City Country

Parent or Guardian's Name _____ Telephone (Home) _____

Last First

Address _____ Telephone (Work) _____

Number Street City State Zip

Is your child having any of the problems listed below?

Problem	Y	N		Y	N
1. Hay Fever, asthma, or wheezing			6. Diabetes		
2. Appendicitis attacks			7. Rheumatic Fever		
3. Has Appendix been removed			8. Nervous disorder		
4. Frequent colds, sore throats, or ear aches			9. Kidneys		
5. Convulsions or seizures			10. Heart trouble		
11. Other					

Please explain any problem areas identified above on the back (identify by number).

Medications needed or used (including psychiatric):

Medicine Name	Hours Given	Dosage
1.		
2.		
3.		
4.		

Special conditions to be watched for, such as ALLERGY on the back

Please check if your child has had either the immunization or the disease:
 ___ Rubella ___ Mumps ___ Whooping Cough ___ Chicken Pox ___ TB (date) ___
 ___ Diphtheria ___ Pollo ___ Tetanus (date) _____

My son/daughter is covered under our family health insurance policy Yes No

Policy holder's Name (please print) _____

Employer _____

Company Name City State Zip

Insurance Company _____

Policy Identification Number _____

I certify that this information is true to the best of my knowledge. In case of emergency, I hereby give permission to the licensed physician selected by _____ (host parents) to hospitalize, secure proper treatment, administer anesthesia, or perform surgery for the child named on this form for the dates of _____.

Signature of Parent or Guardian _____ Date _____



Confidential Pastor's Recommendation

Family Information

By signing below, I agree to waive my right of access to information provided on this form.

Parent/Guardian Signature

Print Parent/Guardian Name

Date

Parent/Guardian Signature

Print Parent/Guardian Name

Date

Pastor Recommendation

Please complete and return this recommendation directly to Lansing Christian School.

If you would like to provide any further information with the answers to your questions, you may do so in the space provided or on another sheet of paper.

Is the above family an active member of your church? Yes No

Have any members of the family held a leadership position in the church? Yes No

Are all of the family members in weekly attendance at worship services? Yes No

Do you consider each of the family members to be open to spiritual instruction ? Yes No

What is your understanding of the parents'/guardians' relationship to God?

What is your understanding of the child's(ren's) relationship to God?

(OVER)

Are there any factors which could either positively or negatively influence the child's(ren's) ability to succeed at Lansing Christian School? Yes No *If "Yes", please explain.*

Do you recommend the family for admissions to Lansing Christian School?

Enthusiastically Yes Yes, with reservation No

Church Name _____ Phone Number _____

Pastor's Email _____

Street Address _____

City _____ State _____ Zip _____

Pastor Signature

Print Pastor Name

Date



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**Confidential Teacher's Recommendation
Seventh - Twelfth Grade Applicants**

This evaluation is a required part of our the application process and should be completed by the applicant's most recent English, Math, Science, or Social Studies teacher.

Family and Student Information

Student Name _____ Applying for Grade: _____

By signing below, I agree to waive my right of access to information provided on this form.

Parent/Guardian Signature Print Parent/Guardian Name Date

Parent/Guardian Signature Print Parent/Guardian Name Date

Teacher Recommendation

Please complete and return this recommendation directly to Lansing Christian School.

If you would like to provide any further information with the answers to your questions, you may do so in the space provided or on another sheet of paper.

How long have you known this student? _____

Please describe the applicant's academic potential and abilities.

Please rank the applicant in the following categories, using a scale of one through five (1-5).
5 = outstanding, 4 = above average, 3 = average, 2 = below average, and 1 = poor.

Emotional Maturity _____

Study Habits _____

Academic Ability _____

Academic Motivation _____

Overall Assessment _____

How would you rate the applicant's parental involvement in their education?

- Very cooperative Usually cooperative Rarely cooperative Apathetic Never communicate

How would you evaluate the applicant's character?

- Outgoing Strong-willed Without enthusiasm Quiet, introverted

Does the applicant have any significant limitations (physical, emotional, social)?

- Yes No *If "Yes", please explain.*

Has the applicant ever been recommended to a special program for the following needs?

- Gifted Learning Disabled Impaired vision Speech Hearing

Is the applicant in good standing and eligible to continue to the next grade level?

- Yes No Not applicable

Has there ever been a need for administrative involvement in disciplinary action regarding this student?

- Yes No *If "Yes", please explain.*

School Name _____ Address _____

Year you taught this applicant _____ Title/Subject Taught _____

Email Address _____ Phone Number _____

Teacher Signature

Name (please print)

Date



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Office Use Only

____ entered in FRP ____ Skyward
____ entered in excel ____ FACTS/excel

Date paid _____
Amount _____
Check # _____
Initials _____



2011-12 International Registration Contract

Parent Contact Information

Father/Guardian

Last Name _____
First Name _____
Street Address _____
City _____
State _____ Zip _____

Mother/Guardian

Last Name _____
First Name _____
Street Address _____
City _____
State _____ Zip _____

Please check preferred contact phone number & email address (can check more than one)

Email _____

Email _____

Home Phone _____

Home Phone _____

Cell Phone _____

Cell Phone _____

Alumni? YES NO Year graduated _____

Alumni? YES NO Year graduated _____

Date of Birth _____ Marital status _____

Date of Birth _____ Marital status _____

Business Phone _____

Business Phone _____

Employer/Position _____

Employer/Position _____

Church Affiliation/Pastor _____

Church Affiliation/Pastor _____

Student Information—*Current LCS families enrolling new students for the 11-12 school year may find and complete applications for those new students in the Main Office. Write "NEW" beside the name of each new student below.*

Please pick the race that best describes your child

Name of Child _____	2011-12 Grade _____	Birthdate _____
---------------------	---------------------	-----------------

Child Race

- American Indian or Alaska native
 Pacific Islander
 Black or African American
 Asian
 Arab
 Caucasian
 Hispanic
 Others



Host Family/Guardian Contact Information

Father/Guardian

Mother/Guardian

Last Name _____

Last Name _____

First Name _____

First Name _____

Street Address _____

Street Address _____

City _____

City _____

State _____ Zip _____

State _____ Zip _____

Please check preferred contact phone number & email address (can check more than one)

Email _____

Email _____

Home Phone _____

Home Phone _____

Cell Phone _____

Cell Phone _____

Alumni? YES NO Year graduated _____

Alumni? YES NO Year graduated _____

Date of Birth _____ Marital status _____

Date of Birth _____ Marital status _____

Business Phone _____

Business Phone _____

Employer/Position _____

Employer/Position _____

Church Affiliation/Pastor _____

Church Affiliation/Pastor _____

2011-12 Tuition Calculation

Tuition rates include class dues, fine arts and athletics, textbook costs, and preschool through 8th grade field trips.

Student Registration Fee \$250 times _____ equals \$ _____

Grades 9-12 \$7,500 times _____ equals \$ _____

\$ _____

TOTAL \$ _____



2011-12 Tuition Commitment

Person(s) responsible for tuition is/are same as parent? YES NO

If "YES" skip this section. If "NO", complete below.

Last Name _____ First Name _____

Street Address _____ Home Phone _____

City _____ State _____ Zip _____

Cell Phone _____ Email _____

Business Phone _____ Relationship _____

Payment: Options that will be available for 2011-2012

- ◆ Annual Payment. *Payment methods include Wire Transfer, Credit Card, or Personal Check.*
- ◆ Semi-Annual Payment. Paid before the start of each semester. First half of the tuition is due by August 31. Second half of tuition is due by December 31. *Payment methods include Wire Transfer, Credit Card, or Personal Check.*

Note: Credit card payments will include a 2.5% convenience fee.

Registration Contract

We (I) understand our (my) financial obligation for the 2011-12 school year is \$ _____ ("Financial Commitment" on bottom of page 18). We (I) agree to pay this amount subject to reaching agreement on financial aid and applicable grants and discounts. We (I) understand that our (my) tuition account must be current and payment arrangements must be made with FACTS Management Company by our (my) child's (children's) first day of school in order for our (my) child(ren) to attend Lansing Christian School. Our (my) account must remain current for our (my) child(ren) to remain enrolled. We understand that if we withdraw early tuition will be calculated thru the current semester the student is attending. We (I) agree to volunteer the required minimum of 20 hours per family or to contribute \$400 in lieu of those volunteer hours. We understand that LCS may perform background checks of volunteers in the school. We (I) understand that our child's (children's) image may be used by LCS in informational or promotional materials. We (I) also understand the Board of Education reserves the right to change the tuition schedule at any time for the purpose of maintaining a balanced budget. This agreement is subject the binding arbitration agreement that is set forth on page 20 of this contract. We (I) read and understood this arbitration agreement and agree to be bound by its terms.

Signature of Person(s) Responsible for Tuition

Date



2011-12 Binding Arbitration Agreement

The parties to this agreement believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other, or within the Christian community, in conformity with the biblical instructions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, to the extent any claim or dispute arising out of, or related to, this contract, cannot be resolved by and between the parties themselves, such dispute shall be submitted to and settled by binding arbitration.

Arbitration procedures may be commenced by any party. Arbitration procedures shall be commenced by sending the opposing party, via First Class U.S. Mail, a written demand for arbitration ("Arbitration Demand"). The parties shall endeavor to mutually agree to the appointment of a single, independent Christian arbitrator. If a single Christian arbitrator cannot be agreed upon within 21 days of the mailing of the Arbitration Demand, each party shall have 7 days to appoint a Christian arbitrator that is licensed to practice law in the state of Michigan. A party's appointment of a Christian arbitrator shall be made by sending written notice of appointment to the opposing party via First Class U.S. Mail. In the event a party fails to appoint an arbitrator within this 7 day period, the matter shall proceed to arbitration before the party of 3 arbitrators. The arbitration shall be conducted in Ingham County, Michigan upon a date and location determined by the arbitrator(s). The arbitrator(s) shall apply Michigan law and resolve any and all controversies in accordance with Michigan Law. The arbitrator(s) shall issue a written award ("Award") that shall be final, binding, and non-appealable. The Award may be entered and enforced in any court of competent jurisdiction.

Each party shall pay fees and expenses of their own counsel and any arbitrator they appoint. Additional fees and expenses, including arbitrator and forum fees, shall be equally borne by the parties. This notwithstanding, the arbitrator(s) shall have the direction to award the prevailing party (as determined by the arbitrator(s)) all costs and expenses, including but not limited to attorney fees, incurred in enforcing its rights under the arbitration process, and such costs and expenses may be included in the Award.

All state law claims shall be governed by Michigan law and proceeding conducted hereunder shall be deemed an arbitration proceeding subject to Michigan Arbitration Act, MCL 600.5001 et seq., and MCR 3.602.

Arbitration shall be the sole remedy for any controversy or claim arising out of, or related to, this Tuition Contract and the parties expressly waive their rights to file lawsuits against one another in any civil court for such dispute, except to enforce an Award.

I (we) understand that this agreement contains a binding arbitration provision which requires that I (we) give up rights to trial by jury. Similarly, Lansing Christian School also gives up its rights to trial by jury.



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Follow the links to see our:

- [*Mission, Vision, and Faith Statements*](#)
- [*End Goals*](#)
- [*Admissions Policy*](#)

Notice of Nondiscriminatory Policy: Lansing Christian School admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, admissions policies, tuition assistance, athletics, or any other school-administered programs or hiring practices.