



# Bethany Lutheran School

## International Student Handbook

Bethany Lutheran School  
Preschool-8<sup>th</sup> Grade  
5100 E. Arbor Road, Long Beach, CA 90808  
(562)420-7783 · [bethanylutheran.org](http://bethanylutheran.org)

# Welcome

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Bethany Lutheran School is excited to offer the opportunity for International students to be part of our school community. Our mission is to *'inspire life-long learning...cultivate Christian character.'* In support of this mission, we have superior academic and enrichment programs, well-educated and committed teachers and staff, and an environment that is welcoming and supportive. We have a history of successfully hosting International students, and look forward to the benefits that we can provide for your child as a student at Bethany, and to the positive contributions that he/she will make at Bethany Lutheran School.

## About Bethany Lutheran

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Our school was established in 1947 by the congregation of Bethany Lutheran Church with a mission to provide an outstanding academic education in a Christian environment for children of our community. Our students are strengthened by faith and prepared for the challenges of leadership in a global world. By successfully integrating International students to our programs and campus, we are able to share the love of Jesus Christ beyond the borders of our local community. Bethany Lutheran School extends the opportunity to study on our campus in Long Beach, California, to International students studying through the United States government's 1-20 / F1 Visa program. Bethany Lutheran School has proven itself to be an exceptional educational institution, accredited by the Western Association of Schools and Colleges (WASC) and by the National Lutheran Schools Accreditation (NLSA) program.

## About our International Program

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The International Student Study Program offered by *Bethany Lutheran School* is a full-immersion program that provides an enriching experience for your student. Limited numbers of International students are admitted each year.

International students do not receive "English as a Second Language" (ESL) courses; their growing competency in the English language comes about naturally, in the course of their day-to-day activities. Students do receive personalized assistance with their assignments their teachers and peers. Students participate in after school study hall, and a teacher is available to answer questions. To maximize their success in our program, students need a good command of spoken and written English, the desire to improve upon their skills, and a willingness to work hard.



# Tuition and Fees

SCHOOL FEES			
Fees	Amount	Due Date	Method of Payment
International Student Processing Fee (2019-2020)	\$400	Due with Application (non-refundable)	Cash/check (payable to <i>BLS</i> )/Wire transfer (please add \$12 wire fee; contact <i>BLS</i> for the bank information)
Registration Fee (2020-2021)	\$600	Due with Application (non-refundable)	Cash/check (payable to <i>BLS</i> )/Wire transfer (please add \$12 wire fee; contact <i>BLS</i> for the bank information)
Tuition Fee (2020-2021)	\$15,500	Upon notification of admission.	Cash/check (payable to <i>BLS</i> )/Wire transfer (please add \$12 wire fee; contact <i>BLS</i> for the bank information)
Technology Fee	\$500	Due with Tuition Fee	Cash/check (payable to <i>BLS</i> )/Wire transfer (please add \$12 wire fee; contact <i>BLS</i> for the bank information)

## Registration Fees

Registration fees and the International Student Processing fees are non-refundable. They cover fixed costs including, but not limited to, postage, teaching materials, textbooks, student workbooks, emergency supplies, and school yearbook.

## Refund Policy

If a student withdraws prior to the beginning of the school term, all fees will be refunded except for the Registration Fee and the International Student Processing Fee. If the student withdraws or is terminated during the First Quarter, a prorated tuition amount equal to one semester of tuition will be refunded. Following the end of the First Quarter, no tuition will be refunded. In cases of refund requests, a two-week notice is required for any tuition to be refunded.

## Mid-Year Enrollment

For students enrolling at any time after the first day of school, tuition will be pro-rated based on days remaining in the school year. There are no adjustments made on Processing, Registration Fees or Technology Fees.

## Tuition Policy

Tuition is an annual charge that must be paid upon notification of admission.

## Visa Information

Bethany Lutheran School is authorized under Federal law to enroll non-immigrant students. Students who are admitted to our school with an I-20 will remain I-20 students, even if their status changes, during the course of their studies here.

## Financial Assistance

*Bethany Lutheran School* does not offer financial assistance to International Students on F-1 Visas, as per United States Government, Immigration, and Naturalization Services mandate.

# Potential Additional Costs

## **Field Trips:**

Field trips and camp trips have an additional fee. Cost varies depending on trip.

## **Materials and Supplies:**

Students will receive a grade-specific school supply list upon enrollment. Students should also plan to purchase an English Dictionary.

## **Graduation:**

Students in Grade 8 will participate in graduation and pay the graduation fee, approximately \$40. Graduation photos and DVDs of the service are available at an additional cost.

## **Uniform Dress:**

Bethany Lutheran School has a uniform dress policy. Students are responsible for purchasing the appropriate clothing for school. One school logo shirt will be provided with registration. In addition, students in Grades 6-8 must have a Physical Education uniform. These are available from our uniform vendor: [www.vickimarsha.com](http://www.vickimarsha.com)

## **International Student Insurance:**

*Bethany Lutheran School* requires all International Students to obtain International Student Insurance before attending our school. Insurance is available through AmeriStudent. A copy of the student's card must be received prior to the start of school.

# Housing

If the student will not live with their legal guardian such as their natural parents or other legal guardians authorized by their natural parents, housing will be arranged by AmeriStudent.

In addition to housing, AmeriStudent offers many additional services including ESL classes, private tutoring, medical insurance and counseling.

For more information, visit [ameristudent.com](http://ameristudent.com)

# Application Process for International Students

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## Step One: Apply

Please visit the International Student page on our website:

<https://bethanylutheran.org/school/international>

1. Review the application requirements
2. Complete and submit the International Application Packet
3. Print two (2) copies of the completed application. Keep one (1) copy of the application for your records, and submit the second copy to the Bethany Lutheran School International Department.
4. Submit the completed application.
  - a. **Email Option:** Complete, sign, and email the required forms to [ktucker@bethanylutheran.org](mailto:ktucker@bethanylutheran.org).
  - b. **Mail Option:** Complete, sign, and mail all required forms to:  
Bethany Lutheran School  
Attn. International Admissions Department  
5100 E. Arbor Road  
Long Beach, CA 90808
  - c. **Submit in Person Option:** Please email or call the International department to make an appointment.



# Application Process for International Students

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## Step Two: Application Review

Upon receipt of the *BLS* International Application Packet and the required documents, a file will be created and reviewed by the International Student Admissions Counselor and the Administration. Once the application is reviewed and the applicant is determined to meet *Bethany Lutheran's* admissions criteria, the student's parents / guardians will be contacted by e-mail by the Admissions Office in order to set up a personal interview with the school's principal. The interview can be arranged as either a face-to-face conversation (if the student lives nearby) or electronically (if the student is living abroad). The interview is designed to help us get to know the applicant and assess his/ her English proficiency.

Bethany Lutheran School reserves the right to deny any applicant who does not meet the criteria for acceptance.

## Step Three: Notification of the Applicant

Following the interview, Bethany Lutheran School's principal will determine the applicant's enrollment status. The final decision regarding any applicant's enrollment at Bethany Lutheran remains with the school's principal. Following this decision, Bethany Lutheran will notify the applicant of his/ her enrollment status via e-mail.

**Once an applicant has been accepted for the following school year, the parents/guardians pay three fees plus tuition: a one-time International Student fee, the yearly Registration fee, the yearly Technology fee and the full annual tuition.**

## Step Four: Registration

- Following the receipt of these fees and tuition, the Bethany Lutheran Admissions Office will begin creating and registering the applicant's 1-20 paperwork forms, as required by the United States Department of Homeland Security. Once completed, it will be sent via mail to the applicant's home address, as listed on the application documents. Applicants and their parents will then make an appointment at their nearest U.S. Embassy or Consulate for an interview. Applicants must carry their 1-20 document with them to the interview. A fee for the F-1 Visa will be charged by the embassy or consulate before it releases the Visa. Upon the successful completion of their embassy/consulate interview and the submission of the F-1 Visa fee, applicants will receive an F-1 Visa for their passport and permission to enter the United States as a student.
- Once the embassy / consulate interview is successfully completed, the student's parent/guardian will receive an acceptance packet from the school.
- Please Note: Students who withdraw, transfer or are asked to leave Bethany Lutheran within the first quarter of the school year will receive a pro-rated refund of tuition. There are no refunds after the 1<sup>st</sup> quarter of the school year.

# Application Process for International Students

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## Step Five: Arrival in the United States

According to *United States Department of Homeland Security*, International students with an F-1 Visa may arrive no earlier than one month prior to the first day of school, which typically occurs during the last week of August. Students should plan on arriving in Southern California, therefore, no earlier than the end of July. Students who plan to visit the United States with a B-1 Visa (typically provided for vacation trips to America) will need to leave the country and come back under the provisions of their F-1 Visa. Prior to the beginning of the school year, *Bethany Lutheran* will host an orientation meeting on campus. During this time, staff members will meet with the International students and his / her family personally to answer any questions and to make certain that all documents are submitted and fees are paid.

## Thank you!

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We know that there are many great schools in Southern California from which to choose. We appreciate your consideration of *Bethany Lutheran School* as a potential partner for your child's educational needs. Bethany Lutheran offers a challenging and stimulating program, taught by gifted educators, all the while surrounding our students with God's love. It's an unbeatable combination!

