

Admission Application

1. Application Procedure

- Admission Application may be completed in English or Korean, and a reference letter must be received by a church profession-
- Please provide the correct permanent street address for mailing.
- Please provide 2 photos (1 photo attached on the application and 1 photo should be enclosed)
- Please submit your family photos in framed size 4x6 (landscape).

2. Paper for Submission

- 1) Admission Application: Passport Name/ permanent street address
 - 2) Grade 10 or higher applicant: Highest Level of Education(Graduation, Qualification Exam) Certificate
 - 3) 3 Recommendation Letters (Recommendation letters from parents are not acceptable)
 - 4) Medical Certificate: Basic Examination, Blood Test, Urinalysis Test, X-RAY
 - 5) Questionnaire of Admission
 - 6) Admission Agreement (Parent/ Student)
 - 7) 2 Photos(3x4cm)
 - 8) 2 Transcripts of the student's latest school (Transfer Student) : last 1 year
- if the applicant is applying as a junior, the student should submit both 9 and 10 transcript.
 - 9) Residence with Foreign Visa: 1 Foreigner's Registration Card
 - 10) Korean Residence: 1 copy of resident registration
 - 11) Transfer or leave of absence Agreement from previous school
 - 12) Refund Regulation of Fee
 - 13) Tuition Payment Application
 - 14) 1 Sunday Bulletin from your attending Church
 - 15) Family Photo: Available to submit through Email (master@kicschool.com / Submit with the Name)
 - 16) Pastors: Certificate of Employment or Certificate of Inauguration
- Missionary: Certificate of Employment or Missionary, Identification Card that can certify Missionary

3. Admission Process

- 1) Application Submission and Registration : 2nd Floor Admission Office, KICS Incheon Campus (may apply with mail).
- 2) After all required documents are submitted, the process of admission takes 7~15 days.
- 3) Acceptance Notice and Payment information will be provided (Announced in individual)
- 4) Tuition Payment
- 5) New Student Orientation

*** Application related fees are non-refundable. In addition, all documents must be issued within three months. All the submitted documents will not be returned.**

Document for Admission

approval	Administration	Principal	Chairman of a board

Student	Name: Male() / Female()					Photo
	Address:					
	Tel:					
	Date of Birth: Age: Year / Grade:					
	Special constitutions:					
Parents	Name:					
	Tel: Cell phone (F): (M) :					
	E - Mail:					
General s	Attending School :					
	Attending Church : Denomination : Senior Pastor :					
	*KICS admits the student who attends the churches recognized by KICS denomination.					
Family		Name	Relation	Date of Birth	Job (Specify)	Duty at Church
	1					
	2					
	3					
	4					
	5					
	6					
Etc	Why would you like to study in KICS?					
	How did you hear about KICS:					
	Overseas Experience: Language course(), School attend (), other ()					
	How many years did you spend? () year(s)					
	Plan after Graduating from KICS: Study Abroad () Korean College() etc()					
Date		Campus (check)	Incheon	Seocho	US	KICS ARTS SCHOOL Music(), Art() Performing Arts()
Date of Entering		Transportation	Walk(), School Bus(), Residence()			

If you prefer to submit your application through fax or email, please contact the administration office.

Recommendation

Student Name _____

To Recommender: The student above has applied for the Korean International Christian School. This letter of recommendation will be very important in determining whether an applicant will be accepted or not. Please we ask for your honesty when you write the recommendation letter. and everything will be confidential. Please send this form to the KICS administration office or seal it and give it to student. Thank you.

I . Please answer the questions below

- | | |
|---------------------------|-----------------------------|
| _____ Health | _____ Emotional Control |
| _____ Family background | _____ Athletic Ability |
| _____ Decent Appearance | _____ Obedience |
| _____ Integrity & Honesty | _____ intellectual Capacity |
| _____ Discretion | |

1-excellent	2-good	3-general	4-not enough
-------------	--------	-----------	--------------

II . Answer in "Yes", "No", or "Don't know"

- _____ Regularly attending Sunday school.
- _____ Had infant baptism
- _____ Biblical words and deeds
- _____ Poorly Educated at home
- _____ Using inappropriate words
- _____ Bad habit of Stealing

III . How long have you known the student and what kind of relationship have you had?

Why do you think your parents want to send this student to Korean International Christian School?

If you were a teacher of KICS, would you accept this student?

_____ Of course _____ Defer _____ Not accept

Name _____ Tel _____ Serving Position _____

Church Address _____

Denomination _____ (Specify)

Date _____ Signature _____

Recommendation

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Name _____ Tel _____ Serving Position _____

Church Address _____

Denomination _____ (Specifically)

Date _____ Signature _____

Questionnaire for Entrance

Name: _____ Grade: _____

Date of Birth: _____

Name of Parents: _____ Tel: _____

The mission of the Korean International Christian School is to raise God's given children to be a Christian leader dedicated only for the glory of God; the students are educated with curriculum and textbooks based on the Biblical worldview. The questions below are designed to help the students to understand the mission and purpose of the rules of the Korean International Christian School.

1. Are you living with your parents? _____

2. Question about Attending Church

a. Which church do you attend? _____

b. How long have been attended this church? _____

c. How often do you attend the services on weekdays? _____

d. Do you have family devotion on a regular bases? _____

e. Do you regularly pray and read the Bible? _____

3. Assurance of Salvation(All Students must have assurance of salvation.)

a. Student's salvation testimony:

b. Mother's salvation testimony:

c. Father's salvation testimony:

4. The rules of KICS are to made for students to be come Christ-like children. Accordingly, we are against every secular works that does not glorify God.

a. What music are you banning your children to listening to?

b. How do you orientate your children about watching TV, using computer?

c. How do you guide your children to build friendships with specific standards or not.

5. Additional questions to related to the student's health

a. Have you ever been diagnosed with a mental illness?

Yes-description: _____ No _____

b. Currently, are you taking any long-term medication?

Yes-description: _____ No _____

Agreement of Parents and Students

Student name: _____ Social Security Number (SSN): _____

Name of Parent(s) or Guardian(s): _____

Social Security Number (SSN): _____

Relation with Student: _____ Tel. _____

Contact Number of Recommenders:

1. _____ Tel. _____

2. _____ Tel. _____

3. _____ Tel. _____

Christian Education: The parent(s) send the children to the KICS is to educate in Biblical curriculum, Biblical teacher, and the Bible-based educational environment.

Parents: I attended orientation of the Korea International Christian School, and I agree with the administration, discipline, educational principles, and programs of KICS.

I agrees with the financial policy and the proposed requirements, and consults with them in the event of personal problems. I will try my best to solve the problem, and if students drop out of compliance or violate the rules of KICS, in any case, if the school is to be expelled, it will understand and contest the KICS as a faith or raise a financial issue. I pledge not to demand any compensation and that I will not contest the examination results of the admission committee.

Signature of Parent(s) or Guardian(s)/ Father: _____ Mother: _____

Student: This section does not apply to kingdergarden and sixth graders only for seventh to 12th graders.

I will actively follow my teacher and school rules whom God referred me with respect.

Signature of Student _____

Did you receive Jesus Christ as your personal savior?

No _____ Yes _____ When _____

Please write briefly why you want to apply for Korea International Christian School.

Agreement of Transfer, Leave of Absence & Withdrawal

Grade: _____

Name: _____

Admission and development funds are not refundable, and certificates are issued only to those who pay for tuition. Please note the benefits and make sure you don't remain in arrears with the academic expenses.

I confirm that I have read, understand, and agree to the above policy

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Father	Signature
Mother	Signature

Korea International Christian School

Refund Policy of Education Fee

Korea International Christian School

Education fee will be refund according to the following policy in case of transfer, withdrawal, leave of absence.

1. In case of quitting for himself within 6 months, education fee will not be refund at all.
2. When you drop out of school, please submit the paper related to quitting 40 days before leaving. If submitted late, education fee will be additionally paid for 40 days.
3. One month period for tuition will be counted on the base of the 1st day of the month. If the 1st day passed, tuition is not supposed to refund.
4. Food expenses will be accounted according to the number of dates.
5. Dormitory fee is payed on the base of 6 months, it is not returned even in the vacation.
6. The supporting money is used for development of the school and not supposed to return
7. When you leave school for yourself, the refund will not include the scholarship.
8. Entering Fee and Development fund will not be returned.
9. The school bus fare will not be returned when leaving in the middle of semester.
10. In case of the students who entered the elementary school from the kindergarten, if they leave school, the scholarship will not be returned.

Agreement with the Education Fee Refund

Name:

Grade:

The student above agree with the tuition policy and pledge not to raise objections.

_____ 20____

Father (Signature)

Mother (Signature)

Korea International Christian School

Application for Tuition

1. Name:

2. Grade:

The student above applies for the (School Support Fee, Tuition, Meal cost) for the semester of _____ Grade.

*It may be applied every semester or every year.

3. Way of Payment:

Education fee should be payed quarterly and dormitory fee and meal cost should be payed every semester.

No.	Way of Payment	Policy of Payment	○
1	every year	①Scholarship: 9% of tuition ②Dormitory and meal cost should be payed every year.	
2	every semester	①Scholarship: 4% of tuition ②Dormitory and meal cost should be payed every semester.	
3	quarterly	Paid every 3 months	
4	Paying Distributed in 9 months	① Education Fee for 1 year is paid in 9 months during semester. In summer and winter vacation it will not be paid. ② It can be applied from the Fall semester every year.	
5	Distributed in 12 months	①Education Fee is paid distributed in 12 months and it should be paid also in the vacation. ②School support fee , tuition and dormitory fee(except commuter) will be collected.	
6	Dormitory fee and Meal cost	Dormitory fee and meal cost are paid every semester in principle, but you can apply to pay it monthly.	12 months/9 months
① Meal Cost Refund: In the beginning of semester, March and September, refund will be made. ② Due day: The last day of the month ③ Additional Charge: For any day overdue, 50,000 won will be additionally charged to next month.			

_____ 20

Name:

Guardian :

Principal of Korea International Christian School

10 thousand prayer supporters for Establishing Christian School

(7.1.7 크리스천학교 세우기)

The KICS educates the children of God to be Christian leaders through the curriculum based on the biblical textbooks and Christian worldview. We deplore that God's children are learning secular knowledge based on the humanism and evolution theory. In the current situation, we want to raise God's truly people and devoted leaders for God's glory.

Accordingly, the KICS are planning to establish 70 schools to raise Christian leaders who are spiritual and academic. The leaders who resembled Jesus Christ will contribute to establishing God's Kingdom. The KICS is recruiting 10,000 prayer supporters.

- Rules for the Prayer supporters -

1. I will pray for all the ministry and prayer request as a KICS member.
2. I will attend prayer meeting of Christian leaders over 1 time every year.
3. I will support 10,000won(or _____Won) every year.
4. If you fill the form below and apply **CMS(Cash Management Service)**, the supporting fund will be automatically transferred.
5. Inquire: Administration Office(032-668-2212~5)

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- Application -

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Name				Security Number			Recommender		
Church				Duty			Tel		
							H.P		
Home Address					zip code				
Office name					Office Tel				
Office Address					E-mail				
Family relations	N	Name	M.F	Relation	Date of Birth	Occupation			
	1								
	2								
	3								
	4								
Details	1. I will pray for ministry and prayer request of the KICS as a KICS family member. 2. I will attend the prayer meeting for establishing Christian schools over 1 time every year. 3. I will give regular offering every month.								
Direct debit	Bank			Holder			Account number		
Day of paying	15일 () * If unpaid duly, it will be transferred on the 10th next month.			Holder Security number					

20

Prayer Supporter : _____ Signature

Dormitory Application

student	Name: Male() / Female()
	Adress:
	Cell phone:
	Phone:
	Date of birth: Age: / Grade:
	E-Mai:
parent	Name:
	Phone: Cell Phone:
	E-mail:
Option for the girls' domitories	New dormitory – four people per one room() Old dormitory – two people per one room ()
Suggestion	

For the maintenance of dormitory, dormitory fee will be paid at the beginning of the semester. No dormitory fee is supposed to be returned if the student withdraws in the middle of a semester. Every semester you should newly register.

I apply for the registration of the dormitory as above.

Year: 201 Month: Day:

Student :

Parent : (Signature)

Principal of Korea International Christian School

Dormitory Agreement

기숙사서약서

Grade:

Name:

1. Dormitory agreement must be handed in at the time of entering dormitory.

기숙사 입실 시 반드시 기숙사 서약서를 작성하여 제출해야 한다

2. Dormitory fee must be paid at the beginning of the semester.

기숙사 입실 시 학기 납으로 기숙사비를 선불해야 한다.

3. Dormitory is registered per semester, and no dormitory fee is to be returned if the student withdraws in the middle of the semester.

기숙사는 학기별 신청이므로, 학기 중 퇴소를 희망할 경우 납부된 기숙사비는 일체 반환하지 않는다.

4. Once a student receives 3 warnings from dormitory supervisor, he or she must withdraw from the dormitory at once.

3번 사감의 경고를 받으면 기숙사를 퇴실해야 한다.

5. Cell phones are to be handed in on Sunday when students enter, and they are returned on weekends.

핸드폰은 일요일 입소시 학교에 보관하며 퇴소시 찾아가도록 한다.

6. Students must be present at all worship and 3 times of missing result in being forced to leave dormitory.(Early Morning Prayer Service, Morning Chapel, Monday room Service, Wednesday English worship, Thursday Worship)

모든 예배에 반드시 참석하여야 하며 무단으로 1학기당 3회 불참시 퇴소 조치 한다.

7. Students must be back to the dormitory by 9pm on Sunday.

일요일 9시까지 모든 학생은 입실해야 한다.

8. Students maintaining below B grade for 2 years after entering dormitory will be forced to withdraw from the dormitory.

기숙사 입소 후 2년 동안 학점이 B이하일 경우에는 기숙사를 퇴소 조치 한다.

9. Students may not switch their assigned rooms for themselves.

기숙사 입소 시 배정받은 방은 임의대로 바꿀 수 없다.

I wish to enter Korea International Christian School's dormitory, and I vow to follow the regulations above.

KICS 기숙사 입소를 희망하며 위의 규정을 반드시 지킬것을 서약합니다.

Year: 201

Month:

Day:

Student :

Parent :

(Signature)

Application for School Bus

Route (Seoul Incheon Ilsan▲)

Name		Grade		Signature of Parents	Father	
					Mother	
Address				Tel.	Parents' Cellphone	
					Student's Cellphone	
Riding Period	_____ 2011 - _____ 2011					
Rough Map						

※ Cautions

1. If there is not enough students to take school bus, the route will be cancelled.
2. The application period should be 1 semester. If you quit taking school bus, the school bus fee will not be refund. In case of installment, the rest fee should be paid.
3. The departure time after school is 4:30. This point should be considered by the students of 7-12 grade when they apply.

_____ 20__

Signature of Applicant:

Principal of Korea International Christian School