



HERITAGE OAK  
*Private Education*

## *International Admissions Information*

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Welcome International Students!

Located for over 55 years in Orange County and 25 years in the city of Yorba Linda, Heritage Oak Private Education (HOPE), accredited by National Independent Private Schools Association, is a nationally recognized Blue Ribbon School.

At Heritage Oak, preschool, pre-kindergarten, kindergarten and elementary grades enjoy a calm, encouraging learning environment with a core curriculum that is one year ahead of the public school standards. All students utilize their own personal iPads in class to enhance their studies and to prepare them for challenges in high school and college. All Heritage Oak students receive a well-rounded education that includes music, French, Spanish, art, physical education, computer skills and etiquette.

### **Program**

Heritage Oak offers a well-rounded program that includes extras that are not offered at many other schools. The fine arts are emphasized with specialty teachers for art, instrumental and vocal music, French, Spanish, computers, physical education, and etiquette. Students in grades four through eight participate in after school sports leagues and a wide range of after school extra-curricular programs. Most Heritage Oak graduates go on to study at the honors level at private or public high schools.

### **English Requirement for Admission**

International students who apply to be admitted at HOPE must complete the ITEP or TOEFL exam as well as Heritage Oak's Placement Exam

**ITEP SLATE:** *International Test of English Proficiency Secondary Level Assessment Test of English* - The student must pass the ITEP test with a minimum score of 4.5. The test can be administered and scored by an overseas partner and results can be sent to Heritage Oak with the application to the school.

**TOEFL:** *Secondary Level English Proficiency Test* - The student must pass the TOEFL Junior Standard test with the score of 845 or higher. This reflects a CEFR level of B2.

If the student has taken another English Proficiency Test, we will accept a score equivalent to a CEFR level of B2. The test can be administered and scored by an overseas partner and results can be sent with the application to the school.

**Students must also complete the Heritage Oak Placement test in their home country and again upon arrival at HOPE to rule out any discrepancies.**

## **Admissions Procedures**

The application process is virtually the same for International and United States students. However, International Students are strongly encouraged to apply as soon as possible to ensure that visas and other documentation are completed and received in time.

Applications will be considered by the Admissions Committee when all of the required application documents have been received . Applicants will be required to participate in a Zoom interview. Applicants are notified promptly of the Committee's decision. Once the enrollment contract, and \$2,500 non-refundable New Student & Registration fees are received, the Director of Admissions can release the I-20 signed forms for the student to apply for the F-1 visa.

### **Step 1: Complete the International Student Application Form, as well as the Heritage Oak Application Form**

A non-refundable application fee of \$125.00 (US Dollars) and a non-refundable evaluation fee of \$75 must accompany the application.

- **International Student Application Form** - This form needs to be completed by the student with a complete profile and attached picture. Attach an extra page if more space is required.

### **Step 2: Request Recommendations**

- **Teacher Recommendation Form** - Please have the English teacher complete the form and attach an assessment of English comprehension.

\*These confidential forms should be sent directly to Heritage Oak.

### **Step 3: Assemble and mail the admissions package**

Send the completed application forms along with the following:

- A copy of the applicant's grades from the last two school years and current grades translated into the U.S. grading system
- A photograph of the applicant
- A copy of the current passport - including page(s) indicating name, date of birth, and other vital information
- A bank statement, translated into American currency
- Official SLATE or TOEFL Test results
- \$200 non-refundable application/evaluation fee, remitted by money order or official bank check.

When complete, please mail the application package to the following address:

Admissions Office  
Heritage Oak Private Education  
16971 Imperial Highway  
Yorba Linda, CA 92886

## **International Student Tuition Fees – 2024/205**

Tuition fees cover costs for academic instruction and participation in the basic school programs, textbooks, field trips, and a student yearbook.

These fees do not include private music lessons, tutoring, sports team fees, performing arts fees, uniforms, or lunch.

Fees vary according to grade level. Fee payments are indicated on the attached tuition sheet and fees are due by option chosen.

### **Refunds & Withdrawals**

Once the enrollment contract and registration fee are received, student withdrawals must be made in writing, and must reach Heritage Oak before May 1, 2024. If a parent or guardian withdraws after this date, the contract yearly tuition must be fulfilled, unless the student has been denied the F-1 visa for a legitimate reason. If the visa is denied then the applicant must present an official letter or document from the US Embassy or Consulate stating the reason(s).

**Start of School:** September 4, 2024

### **Living Accommodations**

At this time, Heritage Oak does not provide housing to International Students.

### **Important Information**

All students must possess a passport, valid for the duration of the academic year and six months afterwards, when entering the United States. All international students are required to have a student visa to enter the United States and attend HOPE. Please make an appointment with the US Embassy or Consulate in the country you reside in and present your passport and I-20 and complete the visa application form. **It will take 8-10 weeks to process the student visa, so please plan ahead. You will not be able to stay at HOPE or the United States on any other VISA except an F-1 student visa.**

Heritage Oak Private Education continually strives to update the accuracy of all our communications. In an effort to do so, however, information set forth in this document may change as our programs grow and develop and as our staff changes. Prior to relying on any information set forth in our materials in making your decision to enroll in Heritage Oak Private Education, please verify the accuracy of information with the Director of Admissions.

### **Who Can Help?**

Please contact Mrs. Shawna Rhebergen in the Office of Admission.

Telephone: 714.524.1350 ext. 1 Email: [shawna.rhebergen@heritageoak.org](mailto:shawna.rhebergen@heritageoak.org)



# HERITAGE OAK

*Private Education*

## APPLICATION FOR ADMISSION - INTERNATIONAL STUDENTS

### Section 1: Personal Information

*(Please print or type all information)*

Last Name (Family): \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Sex: Male \_\_\_ / Female \_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Native Language: \_\_\_\_\_

### Contact Information:

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Permanent Foreign Address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Country: \_\_\_\_\_

### Local U.S. Address in Orange County, California:

Street: \_\_\_\_\_

Apt. Number \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### How did you learn about Heritage Oak?

\_\_\_\_\_ Former Student (Name: \_\_\_\_\_)

\_\_\_\_\_ Internet (Search engine/site: \_\_\_\_\_)

\_\_\_\_\_ Other (\_\_\_\_\_)

**Section 2: Family/student information**

**Information about Father**

Father's Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Father's Occupation \_\_\_\_\_

Business Name \_\_\_\_\_ Telephone \_\_\_\_\_

Father's Email \_\_\_\_\_ Mobile Phone \_\_\_\_\_

**Information about Mother**

Mother's Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Mother's Occupation \_\_\_\_\_

Business Name \_\_\_\_\_ Telephone \_\_\_\_\_

Mother's Email \_\_\_\_\_ Mobile Phone \_\_\_\_\_

**Brothers and Sisters**

Name \_\_\_\_\_ Age \_\_\_\_\_ Present School \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Present School \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Present School \_\_\_\_\_

**Candidate Information**

Please list any hobbies or interests \_\_\_\_\_

List 4 books you enjoyed recently \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**STUDENT WRITING SAMPLE**

In your own handwriting, tell us about yourself and why you would like to become a part of our school community.

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**Section 3: Visa Information**

**Do you presently have a United States Visa?**

No \_\_\_\_\_ / Yes \_\_\_\_\_      If Yes, what type? \_\_\_\_\_

Date Issued: \_\_\_\_\_ Expiration: \_\_\_\_\_

**Are you a transfer student currently in the United States with an I-20?**

No \_\_\_\_\_ / Yes \_\_\_\_\_      If Yes, what school issued your I-20?  
\_\_\_\_\_  
\_\_\_\_\_

**Are you a United States permanent resident?** No \_\_\_\_\_ / Yes \_\_\_\_\_

Are you a United States citizen? No \_\_\_\_\_ / Yes \_\_\_\_\_

#### Section 4: Statement of Financial Eligibility

All students requesting an I20 must demonstrate evidence of financial support for their stay in the U.S.

##### Financial declaration:

Indicate the person responsible for your expenses during your stay at Heritage Oak and your accommodations, meals and personal expenses while in the U.S.

\_\_\_\_\_ My parents      *Please attach an original bank letter in English with the amount*

\_\_\_\_\_ Sponsor      *indicated in American Dollars*  
*Please attach an original scholarship or sponsor letter in English*

##### Name and address of person or organization responsible for the payment of your expenses

\_\_\_\_\_ Last (Family Name)

\_\_\_\_\_ First

\_\_\_\_\_ Address

\_\_\_\_\_ City

\_\_\_\_\_ Country

\_\_\_\_\_ Postal Code

\_\_\_\_\_ Telephone

\_\_\_\_\_ Fax

\_\_\_\_\_ Email

#### Section 5: Application Fee and Signature

(Before signing this form, please read the following carefully and initial each statement)

- \_\_\_\_\_ 1. Enclosed is my international money order or check drawn on a US bank for US\$200 payable to Heritage Oak Private Education. I understand that this application and evaluation fee is non refundable and nontransferable.
- \_\_\_\_\_ 2. All information contained in my application is complete, factually correct, and honestly presented.
- \_\_\_\_\_ 3. If I enroll in this program, I agree to follow the Heritage Oak rules of conduct
- \_\_\_\_\_ 4. I understand that if I interrupt this academic program for any reason, my immigrant status may become jeopardized and I may lose the F1 student visa status.

**Section 6: Requirements for Consideration**

- \_\_\_\_\_ **1. Completed applications**
- \_\_\_\_\_ **2. Nonrefundable/nontransferable application fee/evaluation fee of U.S. \$200**
- \_\_\_\_\_ **3. Passport sized photograph for applicant**
- \_\_\_\_\_ **4. Copy of Passport I.D page for applicant**
- \_\_\_\_\_ **5. Original Bank verification letter translated to United States dollars**
- \_\_\_\_\_ **6. Teacher recommendation form**
- \_\_\_\_\_ **7. Required standardized test scores and copy of complete Heritage Oak Placement Evaluation**
- \_\_\_\_\_ **8. A copy of the applicant's grades from the last two school years and current grades translated into the U.S. grading system**

**Section 7: Signatures**

I certify that the statements on this application form are complete and accurate. My signature below indicates that I am registering for Heritage Oak's 9 month academic program and that I am responsible for full payment of all costs involving this program.

_____	_____
Signature of applicant	Date
_____	_____
Signature of Sponsor	Date

**OFFICE USE ONLY**

I.D. # \_\_\_\_\_  
Application/Evaluation fee: \$200 \_\_\_\_\_ Not Paid \_\_\_\_\_  
Paid \_\_\_\_\_ School Year \_\_\_\_\_/\_\_\_\_\_





# HERITAGE OAK *Private Education*

## Teacher Recommendation Form

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Name of Student \_\_\_\_\_

Grade Applying For \_\_\_\_\_

This student is applying for admission to Heritage Oak Private Education for the 2024-2025 scholastic year. We have designed this form to facilitate this process. We appreciate the time that you take to fulfill this confidential request. Your candid evaluation of the applicant will be of invaluable assistance to the Admissions Committee.

	<b>Outstanding</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Not Applicable</b>
Writing Mechanics					
Writing Style					
Reading Comprehension					
Intellectual Curiosity					
Motivation					
Attitude					
Participation					
Achievement					
Sense of Humor					
Reaction to Criticism					
Self Confidence					
Concern for Others					
Reaction to Setbacks					
Standards of Personal Conduct					
Standards of Personal Integrity					
General Emotional Stability					
General Level of Maturity					
Perseverance					

Please describe the candidate's performance in the following areas:

Quality of Work: \_\_\_\_\_

Leadership Skills: \_\_\_\_\_

Peer Interactions: \_\_\_\_\_

Faculty Interactions: \_\_\_\_\_

Special Talents, Interests, and/or Abilities: \_\_\_\_\_

Did your school make special accommodations for this student? If so, please explain in detail:

\_\_\_\_\_  
\_\_\_\_\_

Has the student missed more than 10 days of school during any school year? \_\_\_\_\_ If so, why?

\_\_\_\_\_  
\_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Would you like to discuss this student with the school? \_\_\_\_\_

I recommend this candidate for admission to Heritage Oak Private Education

\_\_\_\_\_ with great enthusiasm.

\_\_\_\_\_ with confidence

\_\_\_\_\_ with reservation

\_\_\_\_\_ I do not recommend

\_\_\_\_\_  
Name Position

\_\_\_\_\_  
School School Phone Number

\_\_\_\_\_  
Signature Date

Please return this form to:

Admissions Office  
Heritage Oak Private Education  
16971 Imperial Highway  
Yorba Linda, CA 92886  
Fax: (714) 524-1352



# HERITAGE OAK *Private Education*

## Student Application & Emergency Form

Student Name _____	Entering Grade _____	Date _____
Birthdate _____ Birthplace _____	Lives with: <input type="checkbox"/> Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other _____	
<input type="checkbox"/> Boy <input type="checkbox"/> Girl		

**Please Print Clearly**

**Mother/Guardian**

**Father/Guardian**

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Residence Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address/Phone \_\_\_\_\_

Position/Title \_\_\_\_\_

\*Driver's License # \_\_\_\_\_

\*Social Security # \_\_\_\_\_

\*Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

*\*If you call to authorize release of your child to another person, these numbers may be used for identification.*

**Person(s) Other than Parent to be Notified in an Emergency & Authorized to Take Student from School  
(Please Include One Out-of-State Contact)**

Name	Home Phone	Cell Phone	Relationship to Child
_____	_____	_____	_____
_____	_____	_____	_____

Name/phone number/relationship of out-of-state contact \_\_\_\_\_

**Physician To Be Called In An Emergency**

Doctor \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Please list any medical conditions or allergies we should be aware of \_\_\_\_\_

Please list any medicine taken regularly and dosage \_\_\_\_\_

**Authorization for Medical Treatment**

I authorize HERITAGE OAK PRIVATE EDUCATION to obtain emergency medical treatment when necessary in the opinion of the school. This authorization is valid until revoked by me in writing. I will hold the school harmless from any liability which might arise from authorizing medical treatment. I also authorize HERITAGE OAK PRIVATE EDUCATION to administer to my child over-the-counter medication and medication as prescribed to my child by a licensed physician.

Date \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

**Authorization for School Sponsored Field Trips**

I give my permission for my child to participate in all field trips sponsored by HERITAGE OAK PRIVATE EDUCATION. For the purpose of this authorization, any trip away from school shall be considered a field trip. This authorization is valid until revoked by me in writing. Transportation will be arranged as deemed necessary by the school.

Date \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

**POLICIES AND PROCEDURES:**

It is the parent’s responsibility to notify the school of any changes of telephone, business or residential, or changes of address.

**Before a child can attend classes, all state-required immunizations must be met, forms must be received, and a photocopy of the child’s original Health Immunization Record must be provided.**

Each student’s classroom placement will be at the sole discretion of Heritage Oak Private School.

Students are accepted for the entire academic year.

Your Preschool or Pre-kindergarten child’s presence at school must be acknowledged by their teacher before you depart. You must sign your Preschool or Pre-kindergarten child in and out each day.

Children will not be released to anyone other than the parents unless the school has been notified in advance in writing. In the event of an unexpected need to send another person to get your child, a phone call will suffice. Proper identification will be required of the person picking up the student.

Textbooks are the property of the school and must be returned in good condition or your account will be charged.

Heritage Oak is a uniform school. All students in grades Junior Kindergarten-Eight are expected to follow the uniform dress code.

Children with colds or other illnesses will not be allowed in the school. We require that a child be kept home for 24 hours after a fever has broken, to avoid relapse. The school should be notified of any allergies.

Fees for all extra-curricular classes, sports, and tutoring must be paid before the classes or sessions begin.

Information included in school promotional materials may change as our programs grow and develop and as our staff changes. Prior to relying on any written materials in making your decision to enroll or re-enroll, please verify the accuracy of information with the Admissions Director or Executive Director.

Heritage Oak is not responsible for damage to or loss of personal belongings.

The undersigned consents and holds the school harmless for the release of the student’s records and information to any educational institution or law enforcement agency.

The undersigned also releases and holds the school harmless from any liability stemming from the use, disclosure or release of the student’s records or information.

The undersigned releases and holds Heritage Oak harmless from any liability which might arise from the student’s use of a computer and agree that while the school takes steps to prevent unauthorized use of the internet, it is understood that such measures are not 100% foolproof.

A positive and constructive working relationship between the school and the parent is essential to the fulfillment of Heritage Oak’s educational purpose. Thus, the school reserves the right to withdraw enrollment privileges at any time, if the Executive Director, in his/her sole opinion and unfettered discretion, concludes that the actions of the Parent make such a positive and constructive relationship difficult or uncomfortable or otherwise interfere with the school’s accomplishment of its educational and/or formative purpose.

Admission is conditioned upon the student successfully completing the student’s current school year in good standing, both academically and behaviorally. If the school determines, in its sole discretion, that the student has not met this requirement, the school has the right to cancel admission.

***PLEASE REFER TO THE PARENT HANDBOOK FOR ADDITIONAL SCHOOL GUIDELINES.***

I certify that the information given in this Student Application & Emergency Form and attached New Student Information Form is complete and accurate. I understand that failure to disclose information about the applicant’s medical, educational or emotional history may affect the school admissions decision and that the school reserves the right to reverse an admission decision, even after acceptance and enrollment if such information has been withheld from the school.

I also understand and agree to the campus policies as listed above.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**New Student Information Form**

Student Name \_\_\_\_\_ Entering Grade \_\_\_\_\_  
Birthdate \_\_\_\_\_ Previous School \_\_\_\_\_

How did you select this school? \_\_\_\_\_

Reason for Enrollment \_\_\_\_\_

What date did your child first enter school (including preschool)? \_\_\_\_\_

Do you know any current Heritage Oak families? If so, which ones? \_\_\_\_\_

Student's Siblings (please list names and ages) \_\_\_\_\_

Academic Strengths: \_\_\_\_\_

Academic Weaknesses: \_\_\_\_\_

Please list sports in which the student has participated (in order of preference):

- 1. \_\_\_\_\_ 2. \_\_\_\_\_
- 3. \_\_\_\_\_ 4. \_\_\_\_\_

Extracurricular interests, abilities, achievements, musical instruments played:  
\_\_\_\_\_

How many hours does the applicant currently spend on homework each night? \_\_\_\_\_

Has the child ever required modifications to his/her school program for social or academic concerns?  No  Yes

With what aspect of the child's development does he/she struggle with most?

- Academic       Social       Behavioral       Physical       None

Do you regularly use and check email at work or home?  No  Yes

Has the applicant ever been evaluated for (if yes, explain on a separate sheet of paper and provide professional reports):

- |                                   |  |                     |  |
|-----------------------------------|--|---------------------|--|
| Learning Differences              | <input type="checkbox"/> No <input type="checkbox"/> Yes | Behavioral Problems | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| Psychiatric/Psychosocial Problems | <input type="checkbox"/> No <input type="checkbox"/> Yes | Visual Problems     | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| Hearing Problems                  | <input type="checkbox"/> No <input type="checkbox"/> Yes | I.Q.                | <input type="checkbox"/> No <input type="checkbox"/> Yes |

Does the applicant have any medical conditions?  No  Yes

If yes, please explain: \_\_\_\_\_

Does this condition require medication?  No  Yes Medication/Dosage \_\_\_\_\_

Does your child require an inhaler?  No  Yes

Does your child have any ALLERGIES?  No  Yes

List Allergies \_\_\_\_\_ Epi Pen Required?  No  Yes

Does your child have any physical limitations? \_\_\_\_\_

Have there been any situations in the applicant's life that the school should know about in order to meet his or her learning or developmental needs (i.e. frequent moves, frequent change of school, death in the family, divorce, etc)?  
\_\_\_\_\_  
\_\_\_\_\_

Has the student ever been subject to major disciplinary action (suspension or dismissal) in any school?  No  Yes

If yes, please explain on a separate sheet of paper.





HERITAGE OAK  
*Private Education*

Dear New H.O.P.E Parents,

Enclosed is a "Request for Cumulative Records" form. This form authorizes Heritage Oak to acquire your student's records from his/her previously attended school.

Please complete the form, including your signature, and return it to Heritage Oak.

Thank you for taking the time to assist us in this process.

Sincerely,

Heritage Oak Office Staff



# HERITAGE OAK

## *Private Education*

### REQUEST FOR CUMULATIVE RECORDS

Date of Request \_\_\_\_\_

School where records are being held: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

The student named below is currently enrolled in our school. Please send us a complete transcript, including grades, health records, standard achievement test records, psychological test records, as well as any other pertinent information which would be of help to us, regarding this student.

Student's name \_\_\_\_\_

Student's date of birth \_\_\_\_\_

Student's grade \_\_\_\_\_

Signature of Parent of Legal Guardian authorizing transfer of records:

\_\_\_\_\_

School requesting records:

Heritage Oak Private Education  
16971 Imperial Hwy.  
Yorba Linda, CA 92886  
(714) 524-1350