

Go to [“Tuition Information”](#) for Payment Plan and Fee Schedules.



**North Hills Christian Schools**  
Vallejo, CA

***APPLICATION PROCESS – NEW STUDENTS***

Dear Parents,

North Hills Christian School will start accepting On-Line Applications for the 2010-2011 school year on MARCH 1, 2010 at 8AM. In an effort to streamline and improve our efficiency as well as offer convenience to our families, we ask that you follow the instructions below.

1. On the internet, enter this website address: [www.north-hills.org](http://www.north-hills.org) and click on SCHOOLS/Admissions. To review fee schedules and payment plans, go to “Tuition Information”.
2. Select “2010-2011 APPLY NOW” to access the FACTS Enrollment website and start the application process.
3. Authentication Page - Click on **“Create Account”**. Complete the “Online Account Profile”. The Account Profile is meant to be completed by the parent or guardian of the student(s). Here you will set up a user id and password. Please make a note of your user id and password for future reference.
4. Navigation Menu - Click on **“Add Student”**.
5. Complete the application process. If you have multiple students, click “Add Student” to start the process again for each student.
6. To pay the \$125.00 Application Fee, click on “start” next to the Application Fee Task or “Make Payment” on the Menu list.
7. Your application will be processed once both the Application Form and Application Fee have been completed on-line and the required documents have been received in the school office.
8. Starting in April, you will be contacted to schedule a testing/interview appointment for your student(s).
9. After the test has been passed, an e-mail notification will be sent for you to return to the FACTS Enrollment On-Line website within 5 business days to complete the enrollment process. An Enrollment Fee of \$280.00 per student will be requested and must be paid to complete this process and reserve a spot. If not completed within 5 business days, the opening will be released to the next enrollee with no refund of previously paid fees.
10. Select “Tuition Payment Plan” after enrollment form and fee have been submitted.

**NEW STUDENT REQUIRED DOCUMENTS & ADMITTANCE CRITERIA**

*(All required documents must be mailed or delivered to the school office within 5 business days of submission of application to hold reserved spot)*

- ↑ Copy of Birth Certificate
- ↑ Immunization Record (see notes below)
- ↑ Recent physical signed by doctor
- ↑ Most recent report card (Grades 2<sup>nd</sup> – 9<sup>th</sup>)
- ↑ Most recent transcript (Grades 9<sup>th</sup> – 12<sup>th</sup>)
- ↑ Recommendation Letter from an educator (Grades 6<sup>th</sup> – 12<sup>th</sup>)
- ↑ Recommendation Letter (Character) preferably from a clergyman (Grades 6<sup>th</sup> – 12<sup>th</sup>)
- ↑ Court ordered Custodial Agreement (if applicable)
- ↑ GPA of 2.0 minimum, “C” or better (Grades 6<sup>th</sup> – 12<sup>th</sup>)
- ↑ No previous suspensions or expulsions

### **IMMUNIZATION /PHYSICAL REQUIREMENTS**

1. KINDERGARTEN students - State requirements mandate that all children entering Kindergarten must have on file four Polio, five Dpt, two MMR (both MMRs must be on or after the child's first birthday), three Hepatitis B shots and the Varicella (Chicken Pox) vaccine or show proof of disease history.
2. FIRST GRADE students - State requirements mandate that all children entering first grade have a complete physical examination within 18 months before, or within 90 days after, entering first grade. Forms are available in the school office.
3. SEVENTH GRADE students - State requirements mandate all students entering seventh grade be immunized with the Hepatitis B series shots and a second measles-containing vaccine (ie.MMR) before school entry.

PLEASE NOTE: All required shots/physicals must be completed and an updated copy of your child's immunization record/physical must be on file at the school no later than June 30, 2009. Your child will not be allowed to start unless he or she has these shots and updated copies are on file at the school. No exceptions.

#### **Day care/K-care:**

Prices will be published at a later date.

- **MULTI-CHILD / PASTORAL DISCOUNTS:** Multiple child discounts are available to those who have more than one child living in the same household as the responsible paying guardian. When the multiple child discount is applied, the oldest child's tuition is the full amount. The second child's tuition receives a 5% discount. The third child's tuition receives a 10% discount. The fourth child's tuition receives a 15% discount and the fifth and any additional child(ren)'s tuition receive a 20% discount. Any full-time qualified Pastor is entitled to a 25% discount in tuition. (An application is required every year to qualify for a Pastoral discount - available in finance office).
- **REFERRAL FEE:** An existing family enrolled in North Hills can receive a referral credit against their October tuition FACTS account by referring a brand new family to enroll their children with North Hills. One credit per new family; \$100 for new K-8<sup>th</sup> students or \$150 for new 9<sup>th</sup> – 12<sup>th</sup> grade students, whichever is highest. Both families must have a child still in attendance on September 30, 2010 to qualify.

For any questions or assistance regarding On-Line Enrollment, please call the school office @707-644-5284 between 9am –3:30pm or email [lstruwe@north-hills.org](mailto:lstruwe@north-hills.org).