



# SAIPAN SEVENTH-DAY ADVENTIST SCHOOL

P.O. Box 501063 Saipan, MP 96950

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[www.saipansdaschool.org](http://www.saipansdaschool.org)

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Dear Prospective Student & Parent,

Welcome to the Saipan Seventh-day Adventist School. We offer a Child Development Center to eighth grade elementary education that features a creative, high quality academic program in a small school setting. We are excited to get to know you better and to serve your child's educational needs. Here are the steps for being accepted into our school upon arriving in Saipan:

Steps 1 – Please turn the following into the Admissions Office

- Application for Admission Form
- Financial Obligation Contract
- Copy of Applicant's
  - Birth Certificate
  - Passport
  - Transcript (from previous school – kindergarten students do not need to submit a transcript)
- Copy of Parent's Passport or other English Identification
- Copy of Parent's and/or Guardian Entry Permit or Visa
- Copy of Guardianship Declaration (if student is living with a guardian)
- Copy of Guardian and/or Sponsor Identification
- Proof that sufficient funds are available for Educational Living expenses
- Payment \$2,000 applicable to Visa Processing, Registration, Materials, and Tuition Fees

Steps 2

- School Issues I-20
- Pay & Apply I-901 online → [www.ice.gov/sevis/i901](http://www.ice.gov/sevis/i901)
- Visa interview at US Embassy in home country

Steps 3 – Please turn the following into Admissions Office within 3 days after arrival on Saipan

- Copy of F Visa
- Copy of Personal Health Insurance Policy
- Interview at school
- Valid Blue Health Card with Hospital Health # - "School Entrance Health Certificate" (get this from the Commonwealth Health Center – hospital – or a medical clinic on island)

We're looking forward to a great learning experience with you.

Sincerely,

Olympia Manibusan, Interim Principal  
Saipan Seventh-day Adventist School

*Live to Learn. Live to Love. Live to Give.*

# FINANCIAL INFORMATION

## **Non-refundable yearly fees**

Application (New students only)	\$25.00
Registration (Per household)	\$150.00
Materials and Technology	\$350.00
Science Lab Fee (Grades 5-8)	\$25.00
Foreign Student Visa	\$500.00
Insurance	\$12.00 (Yearly for School Hours Coverage)
	\$18.00 (Yearly for 24 Hours Coverage)

## **TUITION:**

	Yearly	10 Months
Kindergarten:	\$3,100.00	\$310.00
Grades 1-2:	\$3,250.00	\$325.00
Grades 3-4:	\$3,350.00	\$335.00
Grades 5-8:	\$3,400.00	\$340.00

\* A 3% convenience fee will be assessed for credit card purchase.

\* A \$30.00 fee will be assessed for all NSF checks.

\*Registration & Materials Fee are non-refundable.

**AFTER SCHOOL PROGRAM:** \$50.00/Month (Additional fees for some classes)

## **UNIFORMS**

Polo Shirts (with school name)	\$15.00 – All sizes & Dry Fit \$20
P.E. SHIRT	\$10.00 – All Sizes & Dry Fit \$15

<b><u>Graduation Fee:</u></b> Kindergarten	\$25.00
Eighth Grade	\$50.00

## **PUBLIC SCHOOL SYSTEM MEALS (Optional)**

Breakfast:	\$.50 per meal
Lunch:	\$.75 per meal

## **Person Responsible for Financial Obligation of Attendance**

_____ Mother	_____ Father	_____ Guardian
_____ Other Sponsor	Legal Name _____	
Address _____		
Phone #s: _____		
Email: _____		
_____ Please email my invoice and statement each month.		
_____ Please email and print my invoice and statement each month.		
_____ Please print my invoice e and statement each month.		

## **OBLIGATION CONTRACT**

Full month payment is due the 6<sup>th</sup> of every month. Any student account that is not in full by the end of every month will be considered delinquent and put in the following 3-Step Financial Delinquency Status:

1. A letter of reminder will be sent to the parents/guardians and/or to the individual responsible for finances requiring payment to be made within 5 working days. A 3% late payment fee will be charged on unpaid balance each month.
2. Student will be suspended from attending class and any school activity until payment is made. A letter of suspension will be sent. Person responsible for finances must come in and see the accountant.
3. If account remains delinquent and financial arrangements are not made within 45 days, then the student is dis-enrolled and account is sent to a collection agency.

If account is delinquent, no school record may be released until payment is made in full.

I agree to be responsible for all tuition costs and fees with \_\_\_\_\_ (name of student) being enrolled at Saipan Seventh-day Adventist School. I agree to provide payment in the required time frame. I release, discharge, and hold harmless the Seventh-day Adventist School, it's members, officers, agents, and employees from against any liability or any claim or demand arising from or connected with any financial issues.

\_\_\_\_\_  
(Signature of Person Responsible for Finances)

\_\_\_\_\_  
Date

# SAIPAN SEVENTH-DAY ADVENTIST SCHOOL

## Foreign Student Application for Admission SY 2023-2024

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### Student's Info

Legal Name (First, Middle, Last) _____		Preferred Name _____
Date of Birth _____	Gender _____	Ethnicity _____
Country of Birth _____	Citizenship _____	Passport # _____
Home Country Address _____	Mailing _____	
	Physical _____	
	City _____	Province Territory _____
	Postal Code _____	
Saipan Address _____	P.O. Box _____	
	Street Name _____	
	Village _____ Saipan, MP 96950	
Last Grade Completed _____	Date of Completion _____	
Grade Entering _____	New or Returning Student _____	
Start Date _____	End Date _____	
Amount of English Language Mastered:		
_____ Knows little to no English		
_____ Knows the English alphabet – letter recognition & sounds		
_____ Can read aloud in English language, little comprehension		
_____ Can read aloud & comprehend English language		
_____ Took 1 year of English language training		
_____ Took 1+ years of English language training		

### Parents' Info

Father's Legal Name (First, Middle, Last) _____		
Home Phone _____	Cell Phone _____	Email _____
Employer _____	Position _____	Work Phone _____
Mother's Legal Name (First, Middle, Last) _____		
Home Phone _____	Cell Phone _____	Email _____
Employer _____	Position _____	Work Phone _____

### Guardian's Info

Male's Legal Name (First, Middle, Last) _____		
Home Phone _____	Cell Phone _____	Email _____
Employer _____	Position _____	Work Phone _____
Female's Legal Name (First, Middle, Last) _____		
Home Phone _____	Cell Phone _____	Email _____
Employer _____	Position _____	Work Phone _____

Admission to the Saipan Seventh-day Adventist School is open to all students regardless of ethnic background/origin or religious beliefs.

# MEDICAL AND HEALTH INFORMATION

1. Are there any physical activities in which your child can not participate? Please list specifics.
2. Is there any food your child is allergic to? Please list specifics.
3. Does your child have other allergies? Please list specifics.
4. Does your child have any chronic illness, disease, or medical condition? Please list specifics.
5. Is there anything else the school should be aware of regarding your child's health?

Student's Legal Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

## EMERGENCY INFORMATION

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
Student's Physician \_\_\_\_\_ Clinic \_\_\_\_\_ Phone \_\_\_\_\_  
Student's Dentist \_\_\_\_\_ Clinic \_\_\_\_\_ Phone \_\_\_\_\_  
Health Insurance # \_\_\_\_\_ Name of Insurance \_\_\_\_\_

Please list the information of two adults other than the parents that we may call in case of an emergency if you are not available.

Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

***As necessary, I grant permission to the Saipan Seventh-day Adventist School to arrange for emergency medical or other emergency services for the student \_\_\_\_\_ (name of student). This permission will cover the entire time he/she is enrolled at the SDA School. I agree to be responsible for any and all medical costs, expenses, and charges incurred by or for my child. I agree to release and discharge and hold harmless the Seventh-day Adventist School, its members, officers, agents, and employees, from and against any liability or any claim or demand arising from or connected with such treatment.***

**I HAVE READ AND AGREE TO THE STATEMENT AS IT IS WRITTEN.**

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

\_\_\_\_\_  
Date

# PERMISSIONS FORM

**Authorization to Leave School** – *The following people are authorized to pick up my child.*

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Contact # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Contact # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Contact # \_\_\_\_\_

Other Options:

☐ Student will walk home each day.

☐ Student will hire a taxi each day.

☐ I also grant permission for my child/children to be picked up by other adults through my verbal permission over the phone.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**General Field Trip** – *The academic curriculum at the Saipan Seventh-day Adventist School included off-campus outings such as class field trips, picnics, walks, community service, sports activities, annual "Outdoor School Trip", fine arts performances, and other activities that occur throughout the school year.*

You will receive written information about these trips before they occur. Please indicate below your permission for your child's involvement in these activities.

☐ Yes, I grant permission for my child/children to participate in school activity trips off-campus.

☐ No, I do not grant permission for my child/children to participate in school activity trips off-campus.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Permission to Publish Student Photos** – *In an effort to continue promoting and advertising the school to the community and public on island & abroad, the Saipan Seventh-day Adventist School requests parent/guardian permission for the student's photos (still shot & video) to be published through newspapers, newsletters, social media, advertisements, brochures, videos, and other advertising avenues.*

Please indicate below your permission for your child's photo to be used and published in these activities.

☐ Yes, I grant permission for my child's photo to be used to promote the school.

☐ No, I do not grant permission for my child's photo to be used to promote the school.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# BEHAVIOR CONTRACT AGREEMENT

It is very important that all students and parents of the Saipan SDA School understand the expectations of their homeroom classrooms and of the school. Parent and students should read the classroom management plan of their homeroom teacher and the Student/Parent Handbook to clearly understand what is expected of each student.

After reading together, please sign below indicating that you are able and willing to follow these guidelines.

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_



102 Julale Center, Hagåtña, Guam 96910 USA  
Tel. No. (671) 477-8613 Fax No. (671) 477-0672

## VOLUNTARY GROUP STUDENT PA APPLICATION FORM

1. Name of Student: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 2. Address : \_\_\_\_\_  
 3. Beneficiary Name: \_\_\_\_\_  
 4. Relationship to Student: \_\_\_\_\_ Tel \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 5. Coverage Plan:

- ☐ **24-Hour Cover.** Provides accident insurance protection 24 hours a day for one full year from the date of effectivity, anywhere in the world, in or out of school, including while flying as a passenger on commercial flights and unprovoked murder and assault.  
☐ **School-Time Only.** Provides accident insurance protection from the date of effectivity until the last day of the regular school year while traveling to and from school (maximum two hours either way), while attending classes on school premises, and while participating or attending as a spectator in any school-sponsored activity inside or outside school premises under the direct supervision of the proper school authority.

### 6. Benefit Schedule/Premium

PAYS FOR ACCIDENTAL LOSS OF	LIMITS
Life	\$10,000
Both Hands or Both Feet	\$10,000
Sight of Both Eyes	\$10,000
One Hand and One Foot	\$10,000
Speech	\$10,000
Hearing in Both Ears	\$10,000
One Hand or Foot	\$5,000
Sight of One Eye	\$5,000
Both Thumb and Index Finger of Either Hand	\$2,500
Accident Medical Expense Benefit, Maximum Amount	\$2,000
Accident Burial Expense Benefit, Maximum Amount	\$2,000
Unprovoked Murder and Assault Coverage	Covered
Premium – Plan A	\$18.00
Plan B	\$12.00

Date: \_\_\_\_\_

By: \_\_\_\_\_  
 Signature of Student (Parent/Guardian, if minor)