



International Community School

*Where the Art and Science
of Teaching and Learning are United*

International Programs Enrollment Process

1. Online Registration Form

A completed Online Registration Form is to be submitted to International Community School (ICS) prior to consideration of enrollment into the International Program.

2. Registration Fee

The \$125 USD Registration Fee may be sent as either an Online Payment or Bank Wire Transfer with the Online Registration Form.

3. Enrollment Form

After confirmation that the Registration Form and Registration Fee have been received by ICS a sixteen page Enrollment Form will be sent to the family as an email attachment. The Enrollment Form is to be filled-out completely and returned to ICS as either an email attachment or by facsimile transmittal complete with required attachments.

4. Admission Decision

An Admission Decision will be made within one week of completing steps 1 - 3 of the Application Process.

5. Tuition Deposit

The Tuition Deposit is to be sent by Online Payment or Wire Transfer within one week of acceptance to ICS. This secures a student's placement in the International Program and an I-20 Form will then be issued to the student.

6. F-1 Visa, Airline Ticket, Immunization Records

Photocopy of student's F-1 Visa, "Return Trip" airline ticket, and Immunization Records must be received by ICS one month prior to the student's departure date from their home country as either an email attachment or facsimile transmittal.

7. Tuition

The remainder of the Tuition, minus the Tuition Deposit, must be sent one month prior to the student's departure date as either an Online Payment or Electronic Bank Wire Transfer.

8. Refund Policy

All fees, deposits, and tuition are non-refundable and non-transferable. Exception: If due to unforeseen circumstances the student is denied an F-1 Visa from the US Embassy or US Consulate. Written documentation of this denial from the US Embassy or US Consulate will be required. Only under these circumstances will the Tuition be 100% refunded.

9. Documents

All English versions of documents are considered the official and legal versions. All translations are considered subordinate to the English versions of all documents.

The International Community School

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The International Community School does not discriminate on the basis of race, color, national and ethnic origin in administration of our education or admissions policies.