



**WELCOME TO THE COMMUNITY OF  
CRIA, Costa Rica INTERNATIONAL ACADEMY.**

The following documents must be completed in full and signed. Your signature verifies that all the information is in fact true.

**Contents**

- I. Admission Requirements
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## I. ADMISSION REQUIREMENTS

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

Date of Birth: \_\_\_\_\_

Proposed/Grade Level: \_\_\_\_\_

Proposed Date of Entry: \_\_\_\_\_

### ATTACHED

1. Copy of passport (principal page with photo)
2. Copy of birth certificate
3. Copy of parent 's passport
4. Copy of Vaccination record
5. One Photo passport size
6. Transcripts for the two last years
7. Letter of recommendation (from the previous school Administration or Director)
8. Letter from the previous school debt/tuition payment clearance

## II. ADMISSION FORM

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

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: ( ) Male ( ) Female

Nationality: \_\_\_\_\_ Passport/Residence #: \_\_\_\_\_

Birth Place: \_\_\_\_\_ Home Language: \_\_\_\_\_

Proposed Date of Entry: \_\_\_\_\_ Grade/ Level: \_\_\_\_\_ Exp. length of stay in CR: \_\_\_\_\_

Brothers and Sisters of Applicant

Name: \_\_\_\_\_ Age \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_

Parents / Guardian

Father

Mother

Name: \_\_\_\_\_

Nationality: \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_

Company: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_

Job Tittle/Position: \_\_\_\_\_

Please indicate to which email address school correspondence should be sent:

\_\_\_\_\_

### PREVIOUS SCHOOL (S)

From	To	School name and Address	Grade
_____	_____	_____	_____
_____	_____	_____	_____

### III. HEALTH INFORMATION AND EMERGENCY DATA

Family Physician: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Hospital of Preference: ( ) Hospital from Liberia ( ) Hospital from Nicoya ( ) Clinica Los Angeles ( )  
other: \_\_\_\_\_

#### HEALTH INFORMATION

Allergy: ( ) Yes ( ) NO Medicine /Food / Insects: \_\_\_\_\_

Life threatening Allergies: \_\_\_\_\_

#### STUDENT'S MEDICAL HISTORY:

- |                          |                                      |
|--------------------------|--------------------------------------|
| ( ) Asthma               | ( ) Thyroid                          |
| ( ) Migraines /Headaches | ( ) Cholitis or chronic stomach pain |
| ( ) Diabetes             | ( ) Behavior Disorder (ADD, ADHD)    |
| ( ) Heart problem        | ( ) High blood pressure              |
| ( ) Seizures             | ( ) Other medical problems           |

Comment (any items checked): \_\_\_\_\_

Medicine taken at home every day: \_\_\_\_\_

Medicine taken at school every day: \_\_\_\_\_

If your child experiences fever and/or pain while at school, please indicate if the school is authorized to administer mild medication:

- |                       |                         |                                     |
|-----------------------|-------------------------|-------------------------------------|
| ( ) YES               | ( ) NO                  | <b>If yes</b> ,check the type below |
| ( ) Tylenol / Panadol | ( ) Ibuprofen /Dorival  | ( ) Peptobismol /Tums               |
| ( ) Panadol Cold      | ( ) Otosedan Ears Drops | ( ) Other: _____                    |

**EMERGENCY CONTACTS** Please provide us with the names of two persons whom we should contact in your absence:

#### **Contact 1**

#### **Contact 2**

Name: \_\_\_\_\_

\_\_\_\_\_

Relation: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

\_\_\_\_\_

Work Phone: \_\_\_\_\_

\_\_\_\_\_

Cellular Phone: \_\_\_\_\_

\_\_\_\_\_

**All reasonable attempts will be made to contact you or your emergency contacts in case of an emergency. However, if we are unable to reach a parent or the emergency contact listed on this form, CRIA, Costa Rica International Academy, reserves the right to take your child to a nearby hospital or clinic in case of an emergency.**

#### IV. ACCOMMODATION REQUEST FORM

CRIA, Costa Rica International Academy has the following resources to address the children with special needs:

- Small Classroom
- Differentiated instruction
- Supportive administration

Due to limited resources, we are not able to meet needs of all students with special learning needs. Acceptance of students with special learning needs will be determined on a case by case basis.

If your child has any special needs, please list them here:

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If there are any behaviors associated with your child's special learning needs, please list them here:

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If your child is currently receiving accommodation at school, please list those accommodations here:

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If your child takes medications for his /her special learning needs, please list the medication (s) here:

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Check one:

My child has an Individualized Education Program (I.E.P) \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please attach the I.E.P to your enrolment application.

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

## V. ENROLLMENT AGREEMENT

I, (Parent / Guardian) \_\_\_\_\_, hereby enroll  
my child, \_\_\_\_\_.  
First Name Last Name Mother's Maiden Name

In the \_\_\_\_\_ grade, in CRIA Costa Rica International Academy, Guanacaste, Costa Rica.

I understand that this is an agreement that will be automatically extended each time I matriculate my child in CRIA, Costa Rica International Academy. I will cover the financial obligations established by the Institution: Matriculation and Tuition. I understand that both matriculation and tuition payments are non-refundable.

I understand that a delay in the payment of the matriculation will generate a 10% monthly surcharge on the total amount due. In addition, a 1.5% monthly charge in the case of late tuition payments. In case of late payments, you will be notified according to the due process of Decree #24017 from the Ministry of Education of Costa Rica.

I understand that no type of student report will be delivered, such as grades, transcripts, titles, and so on, in the event that there is a pending debt.

I accept the guidelines and rules established in the "Student Handbook" and in the "Family Handbook". Also, in the communications sent by the authorized personnel.

The student who satisfactorily acquires all the necessary credits from CRIA, Costa Rica International Academy, will obtain the Diploma of High School Graduate in the twelfth year, accredited in the USA by the "Middle States Association of Colleges and Schools: MSA."

Also, as an option, the Costa Rican Ministry of Education offers the Costa Rican Bachillerato program which issues a diploma to eleventh-grade high school students, after passing exams in different areas, all in Spanish, and averaging the grades from the tenth and eleventh-grade years. As in any school in Costa Rica, including public schools, it is recommended that everyone prepare in advance for these tests. A private tutor is suggested to help students prepare for these comprehensive exams. CRIA, Costa Rica International Academy, as part of the after-school activities, teaches some of the subjects for this test, at no additional cost. This degree or diploma will enable the student to enter universities in Costa Rica and internationally.

I have read and understood all the clauses stipulated in this document.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Identification / Residence / Passport