

ENROLMENT FORMS

- Form A: Pre-enrolment Application *(3 pages)*
- Form B: Conditions of Enrolment *(3 pages)*
- Form C: International Student Agreement *(1 page)*
- Form D: Indemnity Document *(4 pages)*



Awatapu College International Students

Form A

434 Botanical Road
Palmerston North
Telephone +64 6 356 4817
Facsimile +64 6 356 4819

PRE-ENROLMENT APPLICATION FORM

A Student and Family Details

Student
Family Name First Name Preferred Name (optional)

Date of Birth Country of Origin Passport (Country)

Female Male

Father
Family Name First Name

Address
.....

Telephone (Home) (Work) (Cellphone)
(Fax)

Email Address

Occupation

Mother
Family Name First Name

Address
.....

Telephone (Home) (Work) (Cellphone)
(Fax)

Email Address

Occupation

B Student Personal Details

Do you have any medical conditions? (please tick a box) Yes No
Please give details
.....

Do you have any allergies? (please tick a box) Yes No
Please give details
.....

Do you regularly smoke? (please tick a box) Yes No
Do you regularly drink alcohol? (please tick a box) Yes No
Do you require the College to arrange a homestay? (please tick a box) Yes No

C Student Academic and Language Details

Main language spoken

English Level (please tick a box)

Table with 4 columns: Skill (Listening, Speaking, Reading, Writing), Level (Beginner, Elementary, Intermediate, Advanced), and checkbox.

Have you undertaken formal English testing? (please tick a box) [] Yes [] No

(If yes) Name of test Score

Have you studied in NZ before? (please tick a box) [] Yes [] No

(If yes) Name of educational institution(s): Dates of attendance:

Intended period of study at Awatapu College: Start date

Number of years..... Finish date

Do you wish to study at a New Zealand University? (please tick a box) [] Yes [] No

Please tick that you have attached the following reports from your current school to this application:

- [] A character and behaviour report from your school
[] An academic report

D Details of the Person Supporting This Enrolment

Who is making this application on behalf of the student?

- [] Family/relative [] Family friend/contact [] Agent overseas based [] Agent NZ based
[] Other

Name Family Name First Name

Address
.....

Telephone (Home) (Work) (Cellphone)

(Fax)

Email Address

Occupation



Awatapu College

International Students

Form B

434 Botanical Road
Palmerston North
Telephone +64 6 356 4817
Facsimile +64 6 356 4819

CONDITIONS OF ENROLMENT

1. **All students must live in a homestay** approved by the school or with their Parent or Designated Caregiver. Students may not live in a flatting situation.

2. **Accommodation**

The College will assist with arranging accommodation for students. The Homestay Staff will liaise with homestay families on your behalf. Separate homestay contracts will be completed. All accommodation placements are with New Zealand homestay families. In 2012 the homestay fee is NZ\$210.00 per week.

3. **Fees**

The Annual Fees are NZ\$12,750.00. This includes a Tuition Fee of \$11,500.00 and an Administration Fee of \$1,250.00 (administration of the 'Code of Practice' and homestay monitoring). Fees must be paid in advance for either one semester (half year) or two semester (full year) periods.

The Annual Tuition fee covers all course instruction and course related costs. This includes additional English Language classes (ESOL). It does not cover stationery, materials such as course homework books, school trips, school uniforms, NZQA qualification entry fees, living related costs, transportation to and from school, recreational sports, extra-curricular activities or homestay related costs.

4. **Fee Refund Policy**

a) If a student fails to take up the 'Offer of Place', any fees already paid will be refunded less an enrolment fee charge of \$100.00. The Administration Fee is non-refundable if a homestay has already been arranged.

b) **If a student commences study and leaves during the year, fees are refundable for full semester periods only. The Administration Fee is non-refundable.**

Any variation to this policy will be at the discretion of the Principal. A decision on refund of fees will be made after the reasons for withdrawal have been formally presented and discussed. A non-specific 'change of mind' will not be grounds for a refund. Examples of situations where refunds may be arranged include:

- (i) serious illness of the student
- (ii) death or serious illness of a family member

No refunds will be made where a student is excluded from school under the provisions of the New Zealand Education Act.

5. Placement in Courses

English language pre-requisite:

First priority will be given to improving proficiency in English, both written and spoken.

- a) When students first attend the College, assessment will be made of both academic level and English language proficiency.
- b) Students will be placed in classes depending on their English language proficiency.
- c) They will not be permitted to enrol in senior courses of study that lead to National NZQA qualifications until language proficiency is gained.

6. Attendance, Behaviour and Course completion

If the student fails to comply with College requirements relating to behaviour, attendance and academic course work, the College will notify the Liaison Person, Agent or Parents. If problems remain unresolved, the student may be stood down or suspended from school under the provisions of the Stand-down, Suspension, Exclusion and Expulsion Rules 1999 of the New Zealand Education Act.

7. Uniform

School uniform must be worn by students in Years 9 – 11. This covers all students aged 13 – 16 years. Older students do not wear uniform, but must maintain good standards of dress.

8. Vehicle Driving

Students are not permitted to drive vehicles while enrolled at Awatapu College. Any variation to this ruling can only be made by the Principal in exceptional circumstances.

9. Immigration

Student Visa/Permit applications and renewals are the responsibility of the Student and New Zealand Liaison Person, Designated Caregiver, Agent or Parent. The Homestay Staff may assist with this process if a request is made.

10. Medical Insurance

Under the 'Code of Practice' students are required to take out a comprehensive insurance cover. Awatapu College will organise this for the students. This fee is to be paid with tuition fees.

Commencement of study will take place following:

- Completion of enrolment documentation
- Payment of fees
- Issuing of a Student Visa/Permit
- Confirmation of homestay arrangements



Awatapu College
International Students

Form B

434 Botanical Road
Palmerston North
Telephone +64 6 356 4817
Facsimile +64 6 356 4819

CONDITIONS OF ENROLMENT

The attached documents are to be read before signing this document:

- Behaviour Code
- Policy Procedures and Guidelines for International Students
(available on www.awatapu.school.nz)
- Summary of the Code of Practice for the Pastoral Care of International Students
(available on www.minedu.govt.nz/goto/international)

These conditions have been read, understood and accepted.

Student Name

Signed
Parent Date

Signed
Agent or Liaison Person enrolling Student Date

Signed
for Awatapu College Date



Awatapu College
International Students

Form C

434 Botanical Road
Palmerston North
Telephone +64 6 356 4817
Facsimile +64 6 356 4819

INTERNATIONAL STUDENT AGREEMENT

This agreement is to be signed by the student, the parents of the student and the Agent/Liaison Person requesting enrolment for the student.

I understand and accept the following as conditions of my enrolment at Awatapu College:

- I must accept and follow homestay rules.
- I must discuss with the Dean of International Students if I plan to change my contact details or residential address.
- I must attend school regularly, make an effort with my study and follow the College Behaviour Code.
- I am not permitted to drive a car while studying at Awatapu College.
- I must notify the International Student Office if I am travelling away from Palmerston North during term holidays. All trips and holiday plans must be approved by the Dean of International Students and parents.
- Regulations relating to the use of drugs, alcohol and tobacco (School and Homestay rules and New Zealand laws) must be followed.

I will notify the College if I am not happy or have concerns so that I can be helped to resolve any issues. Examples of issues that may arise are homestay situation, attitude of teachers and/or other students towards student, my health, my relationship with my 'Designated Caregiver'/New Zealand Liaison Person or other concerns.

Signed

Student

.....

Date

Signed

Parent

.....

Date

Signed

Agent or Liaison Person enrolling Student

.....

Date



Awatapu College
International Students

Form D

434 Botanical Road
Palmerston North
Telephone +64 6 356 4817
Facsimile +64 6 356 4819

LIAISON AGREEMENT

Parent to Complete

Student **Date of Birth**
Name as on passport

I accept

as a Liaison Person for my son/daughter while studying at Awatapu College.

This agreement includes the following:

- An expectation that he/she will accept the Homestay house rules
- That he/she attends school regularly, makes a consistent effort in academic study and obeys school rules
- That the Liaison Person will liaise on my behalf with the College in matters relating to enrolment and educational and discipline matters
- That legal responsibility for my son/daughter remains my responsibility and not that of the Liaison Person, Homestay family or Awatapu College
- That the Liaison Person, Homestay family and Awatapu College will not be held responsible for any injury or disability resulting from accident or illness

Signed
Parent *Date*

Parent Name

Address
.....
.....

Telephone (Home) (Work)

(Cellphone)

(Fax)

Email Address

Awatapu College is a signatory to the Code of Practice for the Pastoral Care of International Students and is bound by its requirements. The Code is available from the College or from the New Zealand Ministry of Education Website: <http://www.minedu.govt.nz/goto/international>

