# INTERNATIONAL STUDENT ENROLMENT APPLICATION

## SECTION 1
### GENERAL INFORMATION

<table>
<thead>
<tr>
<th>STUDENT DETAILS</th>
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<tbody>
<tr>
<td>Family Name</td>
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<tr>
<td>First Name</td>
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<tr>
<td>Date of Birth</td>
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<td>Day</td>
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<td>Year</td>
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<tr>
<td>Country of Birth</td>
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<tr>
<td>Passport (Country)</td>
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<tr>
<td>Student’s Email</td>
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<tr>
<td>1st Language</td>
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<table>
<thead>
<tr>
<th>PARENT DETAILS</th>
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<tbody>
<tr>
<td>1. Family Name</td>
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<tr>
<td>First Name</td>
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<tr>
<td>Relationship to Student</td>
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<tr>
<td>Occupation</td>
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<tr>
<td>Telephone (Home)</td>
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<tr>
<td>Mobile Number</td>
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<tr>
<td>Address</td>
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<tr>
<td>Email</td>
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</tbody>
</table>

| 2. Family Name           |                                      |
| First Name               |                                      |
| Relationship to Student  |                                      |
| Occupation               |                                      |
| Telephone (Home)         |                                      |
| Mobile Number            |                                      |
| Address                  |                                      |
| Email                    |                                      |

<table>
<thead>
<tr>
<th>FAMILY, FRIEND OR RELATIVE DETAILS</th>
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<tbody>
<tr>
<td>Do you have family, a friend or a relative who you would like to use as a support person in NZ?</td>
<td>○ Yes ○ No</td>
</tr>
</tbody>
</table>

If Yes, please complete this section

| Family Name              |                                      |
| First Name               |                                      |
| Relationship to Student  |                                      |
| Home Phone               |                                      |
| Mobile Phone             |                                      |
| Address                  |                                      |
| Email                    |                                      |

<table>
<thead>
<tr>
<th>AGENT – please complete this section if you have an Agent</th>
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<tbody>
<tr>
<td>Name of Agency</td>
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<tr>
<td>Agent’s Name</td>
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<tr>
<td>Work Phone</td>
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<td>Mobile Phone</td>
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<td>Address</td>
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<td>Email</td>
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</table>
ACADEMIC DETAILS

Intended Study Period  
Start date __________________________  End date __________________________

Current English Language Level  
- Basic
- Intermediate
- Advanced

Have you undertaken a formal English test?
- Yes
- No

• If Yes, name of test __________________________  Result __________________________

What is your main reason for attending school in NZ?
- University Entrance
- Educational experience
- Other (please state) __________________________

What is your intended career? __________________________

Have you studied in NZ before?
- Yes
- No

• If Yes, name of educational institution(s) __________________________  Date(s) __________________________

Have you ever been declined enrolment at any educational institution?
- Yes
- No

• If Yes, name of educational institution(s) and why __________________________

PLEASE PROVIDE THE FOLLOWING DOCUMENTS WITH THIS APPLICATION

- Character & behaviour report from your current school
- Academic report from your current school
- A copy of the Student’s passport must be included with the application

LIVING ARRANGEMENTS

All international students must be living with either a parent, an approved ‘Designated Caregiver’ or an approved Awatapu College Homestay.

Who will you be living with while studying at Awatapu College?
- Your parent
- A ‘Designated Caregiver’
- Homestay

INSURANCE

All international students must have appropriate and current Medical and Travel Insurance while studying in New Zealand. Awatapu College will arrange insurance for the Student through Uni-Care to meet the requirements of clause 16.5 of the Education (Pastoral Care of International Students) Code of Practice 2016.
The refund guidelines for fees of international students will be based on Section 4B (7) of the Education (No 4) Amendment Act 1989 and clauses 29 and 30 of the Code of Practice. International fee paying students pay their tuition fees in advance. The Principal will act as the representative of the Board of Trustees in establishing the circumstances and the level of the fees to be refunded and the Principal’s decision is final.

1. If a student commences study and withdraws from the school for the period covered in the Offer of Place:
   a. all homestay fees held on behalf of the student will be refunded, less 2 weeks (official notification period)
   b. the administration fee will not be refunded
   c. the tuition fee will not be refunded except in exceptional circumstances, as in Section 3

2. For the request of refund of Tuition Fees, the following will be taken into consideration before any refund is given:
   a. date of withdrawal
   b. the exceptional circumstance(s)
   c. any expenses incurred by the school
   d. an administration charge of $500.00 will be deducted
   e. any outstanding costs owed by the student will be deducted
   f. any costs owed to the Ministry of Education by The College will be deducted

3. Examples of exceptional circumstances where refunds may be arranged include:
   a. failure to obtain a study visa
   b. serious illness of the student
   c. death or serious illness of a family member
   d. Awatapu College ceasing to provide a course of educational instruction as contracted with a student, whether it stops of its own accord or as required by an education quality assurance agency
   e. Awatapu College ceases to be a signatory of the Code of Practice
   f. Awatapu College ceases to be a provider of education

   In a situation outlined in sub clauses 3.d. and 3.e. the College will deal with fees paid for services not delivered or the unused portion of fees paid as follows:
   i. refund the amount in question to the student’s parent or legal guardian
   OR
   ii. if directed by the student’s parent or legal guardian, or the code administrator or the agency responsible for fee protection mechanisms, transfer the amount to another signatory as agreed with the student’s parent or legal guardian.

4. If a refund is being applied for exceptional circumstances as in Section 3, the parent must apply in writing to the Principal outlining the circumstances of the claim and proposed date of withdrawal. Supporting documentation will be required when claiming a refund.

5. Examples of situations where a refund is highly unlikely to be arranged include:
   a. a non-specific “Change of mind” or voluntary withdrawal by the student after arrival
   b. student leaves the College as a result of disciplinary procedure

6. Any application for a refund of fees, which is not within the criteria above, will be determined by the Board on the recommendation of the Principal.
SECTION 2 CONDITIONS OF ENROLMENT

Student Family Name ___________________________ Student First Name ___________________________

1. ACCOMMODATION
All students must live in a Homestay approved by the school or with their parent or ‘Designated Caregiver’. Students may not live in a flating situation. Students must accept and follow Homestay rules. **It is a condition of this enrolment that the Student must have on-going access to an approved Homestay family.**

2. FEES
All fees are as indicated on the Student’s invoice. The fees must be paid in advance for one semester (half year), two semester periods (full year) or for the specified period of study.

The tuition fee covers all course instruction, and this includes English Language classes. 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.

3. FEE REFUND POLICY
Please refer to the document ‘Refund of International Student Fee Guidelines’ included in the Enrolment Application and available on the school website www.awatapu.school.nz/international/enrolment/fees-and-refunds

4. PLACEMENT IN COURSES
   a. First priority will be given to improving proficiency in English, both written and spoken.
   b. When students first attend the College, assessments need to be completed in English Language and academic subjects.
   c. Students will be placed in classes depending on their English language proficiency and academic ability.
   d. Students will not be permitted to enrol in senior courses that lead to NZQA qualifications until language proficiency is gained and entry requirements for individual subjects are met.

5. ATTENDANCE, BEHAVIOUR, UNIFORM AND COURSE COMPLETION
   • School uniform must be worn by students in Years 9 – 11. Students are expected to wear their uniform in accordance with the College’s Uniform Code.
   • Students in Year 12 and 13 do not need to wear school uniform. Students must maintain good standards of dress and adhere to the College’s Mufti Code.
   • The Student must attend school regularly, complete all academic course work and follow the Awatapu College Behaviour Code.
   • The Student must not use drugs, alcohol and tobacco at school or after school hours. The College and Homestay rules, and New Zealand laws must be followed.

If the Student fails to comply with the College requirements relating to behaviour, attendance and academic course work, the College will notify the Student’s parents, ‘Designated Caregiver’ or Agent. 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.

6. CYBER SAFETY
Students must know what they can and cannot download. They must avoid any involvement with material or activities which could put at risk the Student and/or the Homestay family’s safety, privacy and security. Students will accept responsibility for any costs or fines that occur as a result of his/her illegal downloading from the internet at the Homestay or any other place.

7. STUDENT TRAVEL
International students may travel out of Palmerston North with their host family or an approved organisation, but all travel plans must be discussed with the International Director. All trips and holiday plans must be approved by the International Director and parents.

8. VEHICLE DRIVING
Students are not permitted to drive vehicles while enrolled at Awatapu College as an international student.
9. CONTACT DETAILS
Students are not allowed to leave the Homestay to live at another address without the permission of the College and written permission from the parents. The Student must inform the International Office if contact details or residential address has changed for their Homestay family.

10. IMMIGRATION
Student Visa/Permit applications and renewals are the responsibility of the Student’s parents. The International Office staff will assist with this process if a request is made.

11. INSURANCE
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 the tuition fees.

12. GRIEVANCE PROCEDURES
The Student must notify the College if the Student is not happy or has concerns so that the Student can be helped to resolve any issues. Examples of issues that may arise are Homestay problems, attitude of teachers and/or other students towards the student, studies, health, relationship with ‘Designated Caregiver’ or other concerns.

If the Student believes the school has breached the ‘Code of Practice’ and the matter has not been settled/resolved following the school’s internal procedures, the Student may bring the matter to the New Zealand Qualifications Authority (NZQA) who will process the complaint under the provisions of the ‘International Student Contract Dispute Resolution Scheme (DRS).

Details of the DRS and the approved provider, Fairway Limited, can be accessed through the following links:
- Fairway Limited [http://www.fairwayresolution.com/students-complaints](http://www.fairwayresolution.com/students-complaints)

13. COMMENCEMENT OF STUDY
The Student will commence study at Awatapu College following:
- return of the completed enrolment application
- payment of fees
- issuing of a Student Visa/Permit
- confirmation of Homestay arrangements

14. DOCUMENTS TO BE READ BEFORE SIGNING THIS DOCUMENT
Awatapu College Attendance Guidelines, Behaviour Code and NCEA Authentication Rules

Awatapu College International Student Fee Refund Guidelines

Awatapu College Complaints and Grievance Procedure

Awatapu College Cyber Safety User

Awatapu College Uniform and Mufti Code

Summary of the Education (Pastoral Care for International Students) Code of Practice 2016

I understand this contract is valid for the period I am enrolled at Awatapu College. By signing this form, I agree the Conditions of Enrolment have been read, understood and accepted.

Student name ______________________ Student signature ______________________ Date __________

Parent name ______________________ Parent signature ______________________ Date __________

Agent name ______________________ Agent signature ______________________ Date __________
SECTION 3 HEALTH AND PERMISSION
This section must be completed by the Student’s parent

PART A - HEALTH

Student Family Name ___________________________ Student First Name ___________________________

IMMUNISATION
All students should have completed their Childhood Immunisation Programme before commencing study at a secondary school in New Zealand.

● A copy of the students immunisation record must be included in the application.

Please tick the vaccinations the student has completed:

☐ MMR (Measles, Mumps, Rubella)  ☐ Polio (oral vaccine)  ☐ Tetanus – year last vaccinated _______

☐ Diphtheria/Pertussis - year last vaccinated _______

☐ Hepatitis B

MEDICATION
Is the Student on any medication?  ○ Yes  ○ No

If Yes, it will be assumed the Student will be carrying all the appropriate medication and is competent in its administration.

Please complete this section:

Name of Medication ___________________________ Condition Medication is for ___________________________

Time(s) to be Administered ___________________________ Amounts to be Administered ___________________________

If more than one type of medication is taken please provide additional information on a separate document.

Medic Alert No: ___________________________

Doctor’s name in home country ___________________________ Doctor’s phone number ___________________________

Doctor’s email ___________________________

Is a plan required for the administration of medication and are there any other health issues?  ○ Yes  ○ No

If Yes, please specify ___________________________

Does the Student suffer from any allergies, disability, eating disorders or medical conditions?  ○ Yes  ○ No

If Yes, please explain ___________________________

Does the Student have a physical or mental condition or special medical or learning needs that might affect classroom learning? (e.g. hearing loss, vision impairment, loss of motor skills, ADHD, dyslexia etc.)  ○ Yes  ○ No

If Yes, please explain ___________________________

Would the Student be limited, in any way, in taking part safely in any trips and/or activities organised by the school, International Education Manawatu and School Approved Organisations?  ○ Yes  ○ No

If Yes, please explain ___________________________

Is the Student allergic to penicillin?  ○ Yes  ○ No

If Yes, please state details ___________________________

Has the Student been in contact with a contagious or infectious disease in the last month?  ○ Yes  ○ No

If Yes, please specify ___________________________

Does the Student have any special dietary requirements (e.g. vegetarian, diabetic etc)  ○ Yes  ○ No

If Yes, please specify ___________________________

Is there other information the staff should know to ensure the physical/emotional safety of the Student?  ○ Yes  ○ No

If Yes, please state details ___________________________


PART B - PERMISSION

- I give permission for an authorised Awatapu College staff member to administer PARACETEMOL to my son/daughter when needed.
- I give permission for my son/daughter to attend trips organised by the school, International Education Manawatu and school approved organisations.
- I agree that my son/daughter will abide by the school rules while on any trip, including rules regarding the use of cell phones, as established by the teacher/s in charge.
- I agree that my son/daughter will follow instructions given to them by the staff in charge.
- I give consent for my son/daughter to undertake all trip activities.
- I agree that my son/daughter will have all necessary clothing and equipment required for any trips, including sun protection.
- I understand that the school does not accept responsibility for loss or damage to personal property.
- I give staff the authority to arrange and administer if necessary, any medical treatment. This includes giving authority for my son/daughter in staff care to receive any emergency treatment, including an anaesthetic or blood transfusion, that is considered necessary by medical authorities in the event of an incident.
- I give staff in charge the authority to arrange any travel for the Student to their Homestay, at my expense should it be required for reasons of ill health.
- I understand that there are risks associated with involvement in any organised trips and events and that these risks cannot be completely eliminated.
- I give permission for the College to take such action as it decides is necessary for the treatment of my son/daughter in an accident or emergency, and agree to meet any costs incurred.

The above information in both Part A – Health and Part B - Permission of Section 3, Health and Permission is true and accurate and I agree to the conditions of trips organised by the school, International Education Manawatu and school approved organisations.

Parent name ___________________________ Parent signature ___________________________ Date _________
SECTION 4

HOMESTAY

Every International Student is required to live with an Awatapu College approved and monitored Homestay family unless the Student is living with a parent or an approved ‘Designated Caregiver’.

STUDENT DETAILS

Family Name ___________________________ First Name ___________________________

Date of Birth

Day ______ Month ______ Year

Gender ○ Female ○ Male

Nationality ___________________________ Religion ___________________________

HOMESTAY DETAILS

Who usually lives with you at home? (e.g. mother, father, brothers, sisters, grandparents etc)

__________________________________________________________

Do you have any medical problems or allergies? If Yes, please explain

__________________________________________________________

Please tick one ○ Yes ○ No

Are you on any medication? If Yes, please explain

__________________________________________________________

Please tick one ○ Yes ○ No

Is there any food you cannot eat, or do you have any special dietary needs?

If Yes, please explain

__________________________________________________________

Please tick one ○ Yes ○ No

Are there any pets/animals that you would prefer NOT to have in your Homestay?

__________________________________________________________

Please tick one ○ Yes ○ No

Are there any cultural or religious practices your Homestay family should know about? If Yes, please explain

__________________________________________________________

Please tick one ○ Yes ○ No

What are your hobbies/interests? (e.g. sport, music, outdoor activities)

__________________________________________________________

Please provide any other information that will help us choose the best Homestay for you:

__________________________________________________________
1. Awatapu College ensures that the Student’s accommodation is safe, in an acceptable condition, and meets all regulatory and legislative requirements.

2. Awatapu College ensures that an appropriate safety check has been completed for the Residential Caregiver(s) and all occupants over the age of 18 residing in the home.

3. Awatapu College will conduct quarterly student interviews and home visits to monitor and review the quality of residential care.

4. Fees for the Student’s Homestay accommodation are paid in advance directly to Awatapu College prior to the Student’s start date.

5. If the Student moves Homestay, it is expected that a minimum of two weeks’ notice is given; failure to do so may result in a payment of two weeks Homestay fee in lieu of notice.

6. The Student will not leave the Homestay to live at another address without the permission of the College and written permission from the Parents.

7. If the Student is away from the Homestay for the summer holidays and their room is left as it is with their belongings, a Retainer Payment of $50.00 per week will be paid to the Homestay. If the Homestay family uses the room while the Student is away during the summer holidays a one-off fee of $50.00 will be paid to the Homestay family for storing the Student’s personal belongings.

8. Awatapu College agrees to maintain effective communication with the Student and parents when accommodation issues arise. The College will be the mediator in any disagreement between the Student and the Homestay parents.

9. The Student must notify the International Director immediately if they are not happy or have concerns relating to the Homestay situation.

10. All details of the Student’s Medical Conditions or Health Issues that might affect the Student during their enrolment have been declared. In the interest of the personal welfare of the Student, the College may communicate personal information relating to the history, safety and wellbeing of the Student to the Homestay parents.

11. Good behaviour from the Student is expected whilst in New Zealand. Unacceptable behaviour on the part of the Student in the Homestay may lead to the termination of the Student’s enrolment at Awatapu College.

12. The Student must comply with Homestay rules as discussed and agreed with the Homestay family.

13. The Student must inform the Homestay family of their whereabouts at all times.

14. The Student is expected to offer to help with Homestay family routines and join in with Homestay family activities as appropriate.

15. The Student may not make any national or international telephone calls from the Homestay premises unless the charges are reversed. If any such calls are made, the Student must reimburse the Homestay for any costs.

16. All internet use will be by agreement with the Student and the Homestay parents.

17. The Student will pay for their own personal products and personal costs associated with any trips.

18. Sleepovers are not allowed but with permission from the International Director, it may be considered. The College reserves the right to decline sleepover requests.

Student name ___________________________ Student signature ___________________________ Date __________

Parent name ___________________________ Parent signature ___________________________ Date __________
SECTION 5   PRIVACY OF INFORMATION AND AGREEMENT

PART A – PRIVACY OF INFORMATION

The College follows the Information Privacy Principles in the Privacy Act 1993 relating to the collection, storage use and disclosure of personal information.

I confirm I have been advised by Awatapu College that the information I provide will be used for:

- Student records
- Financial purposes for the College
- Communication with the College Parent-Teacher Association, Past Students Association and the Educational Trust
- NZ Qualifications Authority examination information
- Special Education Services

I accept that this information may later be used for statistical and/or research purposes and agree to its use for that purpose, provided that if the information is published in any way it will not identify the Student.

I understand that the information that I provide will be held at Awatapu College and that provided I give reasonable notice, I have the right to access this information.

I give permission to the College to use images of the Student for use in College publications and marketing material.

- Awatapu College Yearbook  Please tick one  ○ Yes  ○ No
- Awatapu College Facebook pages  Please tick one  ○ Yes  ○ No
- Awatapu College website  Please tick one  ○ Yes  ○ No
- Awatapu College marketing material  Please tick one  ○ Yes  ○ No

PART B - AGREEMENT

- I have read and understood the terms set out in this enrolment application.
- I confirm that the details provided in this enrolment application and accompanying documentation are correct and complete.
- I acknowledge that the provision of false information or the withholding of relevant information may result in the termination of the enrolment.

Student name ___________________________  Student signature ___________________________  Date __________

Parent name ___________________________  Parent signature ___________________________  Date __________

Agent name ___________________________  Agent signature ___________________________  Date __________

Awatapu College Representative name ___________________________  Awatapu College Representative signature ___________________________  Date __________