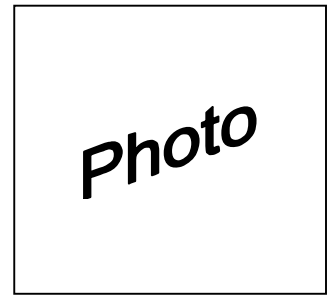


International Student Application Form



Student Information

Family Name _____ First Names _____ Preferred Names _____

Present Residential Address _____

Caregiver(s) title and surname(s) at the above Address; e.g. Mr A & Mrs B Kim _____

Relationship to student e.g. *Parent, Host* _____

Student telephone number(s) Home: _____ Mobile: _____

Nationality: _____ Date of Birth: / / Male / Female (*circle one*)

Ethnic Group _____ Country of Birth _____ First Language _____

Passport # _____ Expiry Date _____ Date of NZ Arrival: / /

Passport Status: Student Visa Parent Work Permit

Drivers Licence: _____ Height: _____ Weight: _____

Please provide photocopied details of your visa or permit

Family Details

Father's Name _____ Occupation _____

Mother's Name _____ Occupation _____

Address _____

Telephone Home: _____ Mobile: _____

Facsimile: _____ Email: _____

Other family members attending Hagley College _____

Home address in your first language _____

Should your application be successful you will receive an offer of place and an invoice. If you accept the offer you need to pay the school fees within 3 months

In the case of applications from China or Vietnam, no money is payable until visa approval in principle is granted by the New Zealand Immigration Service

Agent Details if Applicable

ona fide education agents with full appreciation of the code of Practice for Pastoral care of International Students may make application on behalf of student if an agency agreement with the school is mandatory for acceptance of an enrolment.

Name	<input type="text"/>	Business Name	<input type="text"/>
Address	<input type="text"/>		
Contact Details	Home:	Mobile:	
	Facsimile:	Email:	
	Work:	GST Number:	

Guardian Details

A guardian is compulsory for all international students under the age of 19. This person may not be the accommodation provider unless a family relationship exists, and must be living permanently in Christchurch and have responsibility for the student. If you have a guardian please provide details below:

Name	<input type="text"/>	Business Name	<input type="text"/>
Address	<input type="text"/>		
Contact Details	Home:	Work:	Mobile:
	Facsimile:	Email:	

Or

I would like Hagley Community College to invoice and arrange for a guardian yes no

Accommodation

Do you require Hagley Community College to arrange your accommodation yes no
Please refer to the International Student Accommodation Request Form

Has your accommodation already been arranged yes no
If yes please complete details below:

Accommodation already arranged

(Students under the age of 19 years must live with a family)

Name(s) of people you live with	<input type="text"/>		
Address	<input type="text"/>		
Telephone	Home:	Work:	Mobile:
	Facsimile:	Email:	

International Student Accommodation Request Form

Family Name First Name Preferred Name

DOB Nationality male female

Do you need to be picked up at the airport when you arrive to Christchurch yes no

Do you like cats and dogs? (pets) yes no

Do you want to live with children your own age? yes no

Do you want to live with children under 12 years old? yes no

Do you want to live with children under 5 years old? yes no

Do you want to live with another International student? yes no

Are there any foods you dislike? yes no

If yes, what are these foods? _____

Do you require any special foods? (i.e. Vegetarian) yes no

If yes, please list the foods _____

Do you smoke? yes no

Do you join in with host family events? yes no

Do you suffer from any medical condition? yes no

If yes, please give details _____

Do you have any interests, sports or hobbies? _____

Is there anything else you would like to have in your homestay? _____

International students under the age of 19 are required to stay with homestay families approved by Hagley Community College for the duration of their study. Exceptions are only made for students who are staying with close family relatives.

School History

Year	Name of School	Country	Qualification
Year	Name of school	Country	Qualification

Please send us details of your most recent school reports and English language study.

Please note any period of time (longer than a month), when the applicant was not attending compulsory school:

From	To
Reason	

Please note any period of study that has been necessary to be repeated:

Grade	Year
Reason	

Sporting & Cultural

Interests	Years	Highest Achievement

Course of Study

Students will be required to complete some tests on arrival to help plan their programme of study

Entry level to Hagley College: year 9 year 10 year 11 year 12 year 13
(circle one)

Period of study Year _____ term 1 term 2 term 3 term 4

Year _____ term 1 term 2 term 3 term 4

Reasons for study

(tick which applies)

- NZ High School Graduation
- NZ University entrance
- English language and cultural experience
- Other NZ qualification
- NCEA – Matthayom 6 Equivalency (for Thai student)

Level of English

Include any results such as IELTS or TOEFL

beginner elementary intermediate advanced

Course applying for

Fulltime English course

High School Preparation

general English

Senior High School course

NCEA level 1, year 11 (*form 5*)

NCEA level 2, year 12 (*form 6*)

NCEA level 3, year 13 (*form 7*)

Preferred subjects

1.	2.	3.
4.	5.	6.

School Reports

School Reports to be sent to

student

parent

agent

caregiver/guardian

Applicants Health Record

Has the applicant ever suffered from:	Medication required
Asthma Yes / No	
Epilepsy Yes / No	
Diabetes Yes / No	
Rheumatic fever Yes / No	
Does the applicant suffer an allergic reaction to	
Stings Yes / No	
Food Yes / No	
Medication Yes / No	
Other (please specify)	
Does he / she require optical aids i.e. glasses, contact lenses?	
Does he / she suffer from any other medical condition or disability?	
Do you have an existing medical policy?	
<input type="checkbox"/> yes <i>attach a photocopy</i>	
<input type="checkbox"/> no <i>please fill out the International insurance application form</i>	

International Student Fees 2009

Tuition Fees (includes registration fees)

Full year	NZ\$12,250
One term	NZ\$4,000
Two	NZ\$7,000
Three	NZ\$9,500

Contingency Refund

NZ\$1,000

The contingency fund covers:

Subject fee course materials

National Examination Fee (NCEA) approx NZ\$375

Any unused portion will be refunded at the end of the course of study

Accommodation Fees – Paid in Advance

NZ\$225 *per week*

Registration fee (paid once only) for accommodation

NZ\$300

A retainer may have to be paid if the student is absent from the Homestay during the holidays over December / January

Insurance (Southern Cross)

Full medical and travel insurance – approximately

NZ\$456 *per year*

Designated Caregiver (Guardianship) Fees

All students **under 18 years** of age must have a Christchurch designated caregiver. The College can provide this service.

NZ\$990 *per year*

Payment

Payments are to be made to the College by bank cheque, telegraphic transfer or bank draft:

To: Hagley Community College
Bank: Westpac Banking Cooperation
93 Armagh Street
Christchurch, New Zealand
Account Number: 03-0855-0333791-00

Payments sent by telegraphic transfer can take 3 – 7 days to clear so allow at least 2 weeks for documents to reach you after payment of fees.

Fees Protection Policy

The Hagley College Board of Trustees is required not to spend International Student fees in advance and to have reserves at all times that will protect the unspent portion of the international student's fees should the college be unable to continue with the student's programme of study. As Hagley College is a government school the security of these fees is thus government guaranteed.

International Student Refunds

Once a student has arrived in New Zealand refunds will be made only for exceptional circumstances (eg; return home because of serious illness or death of a close family member), and then only partial tuition refunds may be made as the school will have incurred costs on the student's behalf for the whole of the year.

This policy is based on Section 4B (7) of the Education Amendment (no 4) Act 1991.

(7) Where at any time a foreign student withdraws from a subject, course or programme at a state school, the Board may refund to the person who paid (in respect of the student's enrolment in the subject, course or programme) the amount of fees referred to in subsection (1) of this section (or the sum of any installments paid in respect of those fees) any amount it thinks appropriate not exceeding the extent (if any) by which the amount paid exceeds the sum of the following amounts:

(a) The Board's best estimate of the cost to the Board (including the appropriate proportion of the Board's administrative and other general costs and the appropriate proportion of any initial or start-up costs of the subject, course or programme) of providing tuition in the subject, course programme for one student up to that time.

(b) An amount that is in the Board's opinion an appropriate reflection of the use made by one student receiving tuition in the subject, course or programme in the Board's capital facilities.

(c) The appropriate proportion of the amount (if any) prescribed under section 4D of this Act for a student receiving tuition at a state school in the subject, course or programme.

(d) All other fees (if any) prescribed by the board.

In order to be eligible for any refund the parent must apply in writing to the Board of Trustees, setting out the special circumstances of the claim. In arriving at their decision the Board of Trustees will take into consideration the special circumstances of the withdrawing student and:

a) Costs already incurred by the Board.

b) The salaries of the teachers and support staff and any other components of the fee already committed for the duration of the course.

c) An amount which covers use of the facilities and resources to date of withdrawal.

d) Any refund of the foreign student's fee, from the government.

3. **There will be no refund if a student is removed from the school for not complying with the school's rules and regulations or if a student chooses to change schools through the year.**
 4. All homestay fees not used at the time a student leaves **Hagley Community College** will be refunded. Two weeks notice must be given or two weeks homestay fees must be paid in lieu of notice.
 5. In the unlikely event of a major catastrophe or bankruptcy where the school is not in a position to offer the academic course the student has enrolled in, the unused student fees will be refunded.
-

International Student Agreement

The relationship between a full fee paying international student and Hagley Community College is special. Hagley Community College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International students published by the Minister of Education. Copies of the code are available on request from the institution or from New Zealand Ministry of Education website www.mindeu.govt.nz

The school agrees to the conditions of the code and undertakes the responsibility for students who do not have parents living in New Zealand. Each student must accept the right of the school to take actions that are in the best interests of the student. The school must have agreement from the students and their parents to accept the following guidelines for the period of being enrolled at the school.

Student Name _____

Signatures / Seals:

Student _____ Parent _____ Name _____

Witness _____ Name _____ Date _____

College rules for International students

1. Students must abide by the laws of New Zealand
2. Students must attend classes at all times unless they have a prior permission from the College to be absent. A doctor's certificate is required for prolonged illness.
3. Students must complete all assignments, class work and homework to their ability
4. Students must comply with the reasonable instructions of the school and their teachers
5. Rude and rebellious behaviour will not be accepted
6. In accordance with the New Zealand law students riding bicycles must wear helmets.
7. Students under 18 must have parent/guardian/agent permission to drive to college. Students can only drive with a valid New Zealand license.
8. Smoking is not permitted on the College premises at any time.
9. No alcoholic liquor is permitted on the College premises at any time.
10. No illegal drugs are permitted on the College premises at any time. The student visa will be revoked if the student is caught in possession of illegal drugs as per stand down and suspension provisions of Section 30 of the Education Act (1989) and Immigration Service Requirements.
11. Term dates are to be kept to. All holiday travel must occur in the holiday time only
12. Students must behave in an acceptable manner in their homestay accommodation
13. Students must comply with all by-laws of the Hagley Community College Board of Trustees as enacted under Section 72 of the Education Act 1989.

I have read and understood these rules.

Signed by student _____

Date _____

College responsibilities

The College agrees to support the students learning in the following way:

- Provide a safe learning environment and expert teachers
- Emphasise student centred learning
- Meet the National Curriculum and measure student success
- Assess the student's needs and monitor progress

Tuition Contract

1. I have read and understood the College rules above. I understand if a student fails to keep to these rules it could result in the student being asked to leave the school and the student visa being revoked.
2. I guarantee the good behaviour of the student while attending the College. Unsatisfactory behaviour and attendance will result in cancellation of the student's place at the College.
3. I accept the right of the school to affect a change of course if this is in the best interests of the students.
4. I understand that while all care is taken the College does not accept any liability for any loss, damage or accidents that may occur.
5. I undertake to ensure that if the student's visa is granted on the basis of Hagley College guaranteed accommodation, the student will remain in Hagley College for the duration of the visa.
6. I will inform the College of my change in contact details and address.
7. I have read and understood the Hagley Community College Refund Policy for International Students.

Signed by parent _____

Date _____

Full name _____

Complete the following Statement of Designated Caregiver / Private Accommodation Arrangements:

I acknowledge that I have decided not to place my child with caregivers arranged, vetted and monitored by Hagley Community College under its International Student Programme. Accordingly, I take full responsibility for the accommodation and living arrangements for my child in New Zealand.

I have placed my child in the care of the caregiver named above. Should this arrangement change I undertake to inform Hagley Community College immediately. Further, I understand that Hagley Community College will visit and inspect the homestay if they have any concerns regarding the welfare of my child they may refer the matter to me for the action or refer the matter to the relevant child welfare authorities in New Zealand.

I take full responsibility for placing my child with a caregiver named above and I understand that Hagley Community College has no responsibility or legal liability for the care and welfare of my child outside school hours and activities.

Signed by parent _____

Date _____

Application Checklist

All applications for a place at Hagley College must include the following:

- School Reports (in English) from schools attended in the previous 12 months
- A letter of recommendation from the Principal or English teacher of the most recent school attended
- A personal letter stating the reasons for applying to study at Hagley College
- Completed and signed International Student Agreement
- Completed and signed College Rules for International Students
- Completed and signed International Tuition Contract
- Photocopy of passport
- Photocopy of existing medical insurance policy (if you have one)
- Or completed a Southern Cross Medical Insurance Policy Application
- Completed and signed the Statement of Designated Caregiver / Private Accommodation
- Homestay arrangements Advised Requested
(International students under the age of 19 must be living in adult supervised accommodation)
- Guardianship arrangements Advised Requested