

# Adolescent International Student Application Form

Student Photo

## 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)/email

Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Nationality:	Date of Birth:     /     /	Male / Female <i>(circle one)</i>
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Ethnic Group	Country of Birth	First Language
Passport #	Expiry Date	Date of NZ Arrival:     /     /

Passport Status:    Student Visa (expires) .....    Visitor Visa (expires) .....    Other (specify).....

Drivers Licence:	Height: _____	Weight: _____
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*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

## Agent Details if Applicable

*Bona fide education agents with full appreciation of the code of Practice for Pastoral care of International Students may make application on behalf of students. 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:	

I confirm the above named is our agent and is acting on our behalf: \_\_\_\_\_ / \_\_\_\_\_  
*Signed by caregiver or adult paying applicant      Date*

## Guardian

*A guardian is compulsory for all international students under the age of 18. This person may not be the accommodation provider unless a family relationship exists. 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 18 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 18 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	
<b>Does the applicant suffer an allergic reaction to:</b>	
Stings                      Yes   /   No	
Food                        Yes   /   No	
Medication                Yes   /   No	
Other (please specify)	
Does he / she require medical aids i.e. hearing or glasses?	
Does he / she suffer from any medical or mental health issues that will affect their learning?	
<b>Do you have an existing medical policy?</b>	
<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 2019

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.

### Tuition Fees (includes registration fees)

Full year	NZ\$13,000
Three terms	NZ\$ 9,750
Two terms	NZ\$ 6,500
One term	NZ\$ 3,250

### Contingency

NZ\$ 1,000

*The contingency fund covers:*

Subject fee course materials

National Examination Fee (NCEA) NZ\$383.30

*Please note: Any unused portion will be refunded at the end of the course of study*

### Accommodation Fees – Paid in Advance

NZ\$290\* *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*

*\* This fee is subject to confirmation at the start of 2019)*

### Insurance (Southern Cross)

Full medical and travel insurance – approximately

NZ\$575 *per year*

### Designated Caregiver (Guardianship)

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

### Payment

Payments are to be made to the College by bank cheque, telegraphic transfer, internet banking 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.

### 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 or 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.

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## Digital Citizenship Agreement

- All users agree to the College's Digital Citizenship Agreement which is available from the College's web page or upon request.
- Staff may limit student use of ICT equipment at any time.

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## Notice to students, parents and caregivers: posting of student images online.

Hagley College occasionally posts online images of day to day student activities, for example of sports events, field trips or other school events. We follow protocols that images posted depict our students in a positive manner and are not offensive. Please note that students, parents or caregivers may request that a particular image is removed from Hagley social media or its website. Any request should be made to senior administration and include a reason for the request.

## 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](http://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.

### Five Designated Character School Criteria

- 1: A demonstrated commitment to the college's values of trust, respect, integrity and personal responsibility.
- 2: A demonstrated willingness to engage in Hagley's culture and environment of being adaptable, flexible and working collaboratively.
- 3: In the college's professional opinion there is confidence that the student can be supported and that the college can make a difference to their learning.
- 4: There is an identified and agreed programme of learning that meets the students' needs.
- 5: There are student places available in the programme of learning.

**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.

### NCEA:

- **Authenticity Declaration:** I understand that all work presented by me for assessment is my own: original, authentic, and free from plagiarism.

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 \_\_\_\_\_ caregiver.

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   
*(International students under the age of 18 must have a Christchurch based guardian over 25yrs of age)*