

Adult International Student Application Form

Student Photo

Student Information

Family Name _____ First Names _____ Preferred Names _____

Present Residential Address

Student telephone number(s) and email	Home: Email:	Mobile: Email:
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Name & number of contact person in NZ (if applicable)	Name: Mobile: Email:
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Relationship to you e.g. *married / friend*

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:

Please provide photocopied details of your visa or permit

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 Business Name

Address

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 applicant *Date*

Contact details in home country (in case of emergency)

Name

Relationship to you

Address

Telephone Home: Mobile:

Facsimile: Email:

Other family members attending Hagley College

Home address in your first language

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 in New Zealand

Address:

Contact details: Home: Mobile:
Email:

Name(s) of people you live with

Relationship to you

Their Contact details: Home: Work: Mobile:
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 or place of study	Country	Qualification
Year	Name of school or place of study	Country	Qualification

Please send us details of your most recent English language study and academic results.

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

Level:	Year:
Reason:	

Sporting & Cultural

Interests	Years	Highest Achievement

Course of Study

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

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

Reasons for study NZ High School Graduation
(tick which applies) 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.

Applicants Health Record

Have you ever suffered from:	Medication required
Asthma Yes / No	
Epilepsy Yes / No	
Diabetes Yes / No	
Rheumatic fever Yes / No	
Do you suffer an allergic reaction to	
Stings Yes / No	
Food Yes / No	
Medication Yes / No	
Other (please specify)	
Do you require any medical aids i.e. hearing or glasses?	
Do you suffer from any medical or mental health issues that will affect your learning?	
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>	

Please note: The College is unable to provide additional teacher support in the classroom.

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 2018)*

Insurance (Southern Cross)

Full medical and travel insurance – approximately (see attached)

NZ\$575 *per year*

Payment

Payments can be made to the College by bank cheque, telegraphic transfer, internet banking or bank draft if not currently in New Zealand:

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 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.

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.

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 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 College is special. Hagley 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. 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 student 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 _____ **Witness** _____ **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 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 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 College Refund Policy for International Students.

Signed by student _____

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