



Adolescent International Student Application Form

Student Photo

Student Information

Family Name _____ First Names _____ Preferred Names _____

Current 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 / Gender Diverse
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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 Type:	Country issued:	Number:
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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 an 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: _____

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*

Contact details in home country (in case of emergency)

Name

Relationship to you

Address

Telephone Home: Mobile:

Email:

Other family members attending the College

Home address in your first language

Accommodation in New Zealand

Address:

Names of People you live with

Person 1 - Name of Person & Relationship to you

Their Contact details: Home: Work: Mobile:
Email:

Person 2 - Name of Person & Relationship to you

Their Contact details: Home: Work: Mobile:
Email:

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	

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

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 University entrance
 English language and cultural experience
 Other NZ qualification

Level of English

Please tell us your current level of English beginner elementary intermediate advanced

Do you have any results from previous study such as: IELTS Level _____ or TOEFL Level _____

Course applying for

Fulltime English course High School Preparation General English

Senior High School course NCEA level 1, year 11
 NCEA level 2, year 12
 NCEA level 3, year 13

Preferred subjects

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

Applicants Health Record

Has the applicant ever suffered from:	Medication required
Asthma <input type="checkbox"/> Yes / No <input type="checkbox"/>	
Epilepsy <input type="checkbox"/> Yes / No <input type="checkbox"/>	
Diabetes <input type="checkbox"/> Yes / No <input type="checkbox"/>	
Rheumatic fever <input type="checkbox"/> Yes / No <input type="checkbox"/>	
Does the applicant suffer an allergic reaction to:	
Stings <input type="checkbox"/> Yes / No <input type="checkbox"/>	
Food <input type="checkbox"/> Yes / No <input type="checkbox"/>	
Medication <input type="checkbox"/> Yes / No <input type="checkbox"/>	
Other (please specify)	
Any dietary requirements? (eg vegetarian, gluten free, dairy free, halal)	
Does he / she suffer from any medical conditions, mental health issues or disabilities that will affect their learning?	
Does he / she require medical aids i.e. hearing or glasses?	
Do you have an existing international student medical and travel insurance policy?	
<input type="checkbox"/> Yes, attach a copy <input type="checkbox"/> No, please arrange and send us a copy	

Will you require us to organise homestay (accommodation and board) during your time here? If yes, please complete the following:

Start date of homestay:	Finish date of homestay:
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Do you smoke or vape? <input type="checkbox"/> No <input type="checkbox"/> Yes I vape <input type="checkbox"/> Yes I smoke

What sort of family would you prefer to live with?	What you consider staying in a home with a domestic pet?
<input type="checkbox"/> No Children	<input type="checkbox"/> Yes
<input type="checkbox"/> Younger children	<input type="checkbox"/> No
<input type="checkbox"/> Older children	<input type="checkbox"/> Maybe
<input type="checkbox"/> No preference	Comment:

Additional information? Do you have any further homestay requirements for us to consider?

Fees: Weekly accommodation and placement fees are dependent on individual requirements. These are available once we receive your completed application.

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

International Student Fees 2026

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.

Administration Fee (Non refundable) NZ\$ 500.00

Tuition Fees (includes registration fees)

Full year	NZ\$14,000.00
Three terms	NZ\$10,500.00
Two terms	NZ\$ 7,000.00
One term	NZ\$ 3,500.00

National Examination Fee (NCEA) NZ\$ 383.30

Contingency NZ\$ 1000.00

The contingency fund covers:

Subject fees, trips and course materials if applicable

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

Insurance - Compulsory and Additional (Southern Cross or Orbit)

Full medical and travel insurance – approximately NZ\$ 700.00 per year

Payment

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

To: Te Puna Wai o Waipapa - Hagley 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 Te Puna Wai o Waipapa – Hagley College Board 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 Te Puna Wai o Waipapa - 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 the Education and Training Act 2020.

(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:

- 1 (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, 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:

- 2 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 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.

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

The 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 the College 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 Te Puna Wai o Waipapa - Hagley College is special. The 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.

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 the Education and Training Act (2020) 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 accommodation
13. Students must comply with all by-laws of the College Board as enacted under the Education and Training Act 2020.

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 the 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 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 the 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 the College immediately. Further, I understand that the College will visit and inspect the accommodation 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 the 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 Te Puna Wai o Waipapa - 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 the 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 or Orbit Insurance Policy Application
- Completed and signed the Statement of Designated Caregiver / Private Accommodation
- You have read and confirmed International Agreements 2026 on the International Enrolment Page of the website

Student Signature

Caregiver Signature