

BIRKENHEAD COLLEGE



Auckland New Zealand

Application Form

Application Procedure

- 1 Please fill out this enrolment form and return it to the Director of International Students, at the address shown
- 2 Enclose recent **school reports**, **two passport size recent photographs**, and **a copy of your passport details**
- 3 Enclose a letter of reference from your current principal or school teacher
- 4 If your application is successful, you will receive an Offer of Place and an invoice for the fees payable.
- 5 Payment can be made by cheque or by direct transfer into the College's bank account. Account details will be stated on the invoice
- 6 Upon payment of tuition fees, you will receive:
 - ◆ a receipt
 - ◆ a letter of acceptance and
 - ◆ a guarantee of accommodation
- 7 If requested, homestay arrangements will be made at this stage, and your airport pick-up organised

If the form is sent through an educational agent, please state name _____

Birkenhead College

Enrolment Form

Student Information:

Family Name: _____

First Names: _____

Home Address: _____

Phone: _____ Fax: _____

Nationality: _____

Male Female (please circle)

Date of Birth: ____/____/____
Day Month Year

First Language : _____

Level of English: 1 2 3 4 5

(Please circle: 1 = Beginner, 5 = Advanced)

Father's Information:

Father's name: _____

Father's address: _____

Father's phone: Home _____

Work _____ Fax _____

Email: _____

Occupation: _____

Mother's Information:

Mother's name: _____

Mother's address: _____

Mother's phone: Home _____

Work _____ Fax _____

Email: _____

Occupation: _____

Emergency Contact:

Name: _____

Relationship to student: _____

Address: _____

Phone: _____ (H) _____ (W)

Course Required

Preferred starting date: _____

Length of Study (circle) 1 2 3 4 terms

Level of Study: Year 9 10 11 12 13

Subjects preferred: List in order of preference

Do you expect to remain at Birkenhead College until you have finished Year 13? **Yes No**

What is your intended career or tertiary study course?

Accommodation and Health

Do you require homestay? **Yes No**

- ♦ if not, include details of arrangements made in an accompanying letter. The College must visit and approve any such accommodation.

Homestay Costs are \$230/week.

Insurance

Health Insurance is compulsory –

Birkenhead College recommends Uni-Care Educational Travel Insurance as a good value, wide cover policy for international students. We will include policy costs with your invoice and forward information to you.

If you wish to arrange your own insurance we must see and approve the policy cover before your child starts school.

Do you have any physical or mental health problems? **Yes No**

If **Yes**, include details in an accompanying letter.

Note: Failure to disclose any relevant information may result in termination of the enrolment.

Background Information

Have you ever been expelled or ask to leave any school? **Yes No**

Have you ever studied at another school in NZ? **Yes No**

If yes, provide full details

Do you have any friends or relatives already enrolled at Birkenhead College? **Yes No**

If **Yes**, what are their names and their relationship to you?

How did you learn about Birkenhead College?

Payment

Tuition Fees 2010
(includes Government levy)

For one term:	\$3750
For two terms:	\$7000
For three terms:	\$10,000
For one year:	\$13,000

All prices include GST

Full payment for the balance of the year is required at the time of enrolment.

Fees are to be paid in New Zealand dollars

School uniform cost is approximately \$400
(for years 9-12)

Administration Fee

\$1150 paid annually (non-refundable). This includes homestay placement, airport pick-up, homestay monitoring as per Code of Practice, assistance with visa renewal, insurance claims, annual ID cards and locker rental if available.

Applications are taken throughout the year and should be sent to:

The Director of International Students
Birkenhead College
Private Bag 34911
Birkenhead
Auckland
NEW ZEALAND

Phone 0064 9 4839 039

Fax 0064 9 4834 094

Office Use Only

Passport No. _____

Country of issue: _____

Student Visa No. _____

Date of issue: _____

Date of expiry: _____

BIRKENHEAD COLLEGE



Conditions Of Enrolment

To be read, signed and dated by the student and both parents or legal guardians

RULES AND REGULATIONS

I/We undertake to ensure that the student applying for enrolment at Birkenhead College on this form abides by all the laws of New Zealand, and by the rules of the school.

International Students referred to in these rules are students enrolled at Birkenhead College who do not have permanent residence or citizenship in New Zealand.

The rules of Birkenhead College include:

- 1 Students are expected to behave in an orderly, courteous manner and to show consideration towards other people
- 2 Students are to be tidily dressed in the school uniform as set out in the school prospectus. Boys are to be clean shaven.
- 3 Students are required to attend all classes, on time, and to remain at school throughout the school day.
- 4 Students may not bring dangerous items such as knives, matches or explosives to school.
- 5 Students are forbidden to bring cigarettes, tobacco, alcohol, drugs, or solvents to school, or use such material while under school discipline.
- 6 International Students are to reside in a homestay residence approved by the school unless permission to do otherwise is obtained in writing from the Director of International Students.
- 7 International Students may not own or drive a motorcar or motorcycle whilst enrolled at Birkenhead College unless they hold a valid NZ drivers' licence.

ACCOMMODATION

- 1 Birkenhead College ensures that homestay accommodation is available for International Students enrolled in a course of study at the College. It reserves the right to use outside agencies in making homestay arrangements.
- 2 All homestay costs, including placement costs, are payable by the student.

INSURANCE AND LIABILITY

- 1 Birkenhead College shall not be liable for any loss or damage to property or persons, however caused, except where such liability is imposed by New Zealand law.
- 2 Birkenhead College reserves the right to change the course of study of any student if it is deemed to be in the best interests of the student to do so.
- 3 Birkenhead College reserves the right to decline any student enrolment at the College, without explanation, at the discretion of the Director of International Students.
- 4 **Failure to disclose any information relevant to this application may result in the student being asked to leave the college**
- 5 All disputes will be dealt with according to New Zealand law and in New Zealand courts.

FEES REFUND CONDITIONS FOR INTERNATIONAL STUDENTS

School Fees

If you withdraw more than 7 days after the course has started, or if you are required to leave for disciplinary or non-attendance reason, a refund will NOT be payable.

In exceptional circumstances, an application for a partial refund may be made to the Principal. The payment and amount of any refund will be at the discretion of the Principal.

An application for refund of fees must be made in writing. You must write to the Principal explaining why you have withdrawn from the course and your reasons for seeking a refund.

If your application is made before the start of your course, your fees will be refunded in full, less the administration charge to cover costs incurred by the school.

Students who gain Permanent Residence status after the course has commenced will not be eligible for a refund unless prior agreement in writing was given at the time of enrolment.

Fees Protection

To protect International Students' tuition fees, these fees will be placed in a separate part of the school's trust account and drawn down on a term by term basis.

HOMESTAY FEES *(based on all homestay fees paid up front)*

- 1 If you move out of your homestay before the end of your contract, the portion of your homestay fees not already used will be returned to you. The Homestay Arrangement Fee of \$350 cannot be refunded.
- 2 To have your homestay fees returned, you must write to the Director of International Students giving two weeks' notice, or pay two weeks' fees in lieu of notice.
- 3 If you cancel your homestay contract before you move into the homestay, your fees will be refunded in full, less the Homestay Placement fee of \$350.

DECLARATION

We, the student and parents, have read, understood, and agree to the Conditions of Enrolment and Fee Refund Conditions as stated on this form, and acknowledge that we have received a copy of these Conditions of Enrolment.

I/We hereby acknowledge and authorise Birkenhead College to collect, store, use, and disclose the information provided on this form for the purpose of enrolment, general administration of the school and general care and welfare of myself/my/our child during the term of enrolment with the College and we agree to update the information as necessary. I/We further certify that all information provided in the application is correct and complete, including medical information.

Father's signature _____ Date _____

Father's name _____

Mother's signature _____ Date _____

Mother's name _____

Student's signature _____ Date _____

Student's name _____