

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 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 _____

Email: _____

Occupation: _____

Mother's Information:

Mother's name: _____

Mother's address: _____

Mother's phone: Home _____

Work _____

Email: _____

Occupation: _____

Emergency Contact:

Name: _____

Relationship to student: _____

Address: _____

Phone: _____ (H) _____ (W)

Course Required

Preferred starting date: _____

Expected End date: _____

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 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 \$275/week for ages 14yrs+
NB: July 2018 Cost will be \$280/week for 14yrs+

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. If you wish to arrange your own insurance we must see and approve the policy cover before your child starts school. The policy must be provided in English to the 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 2018

(includes Government Levy and 15% Goods and Service Tax)

For one term:	\$4,200
For Semester One (Terms 1 & 2)	\$8,000
For Semester Two (Terms 3 & 4 Leaves at start of NZQA exams)	\$7,000
For three terms:	\$11,000
For one year:	\$14,500

All prices include 15% 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

\$1200 (non-refundable). This includes airport pick-up, homestay monitoring as per Code of Practice, assistance with visa renewal, insurance claims, annual ID cards and locker rental if available.

Homestay Support Fee from July 2018

\$400 (non-refundable) The Homestay Support Fee is a non-refundable one-off fee. This may be charged again if a student moves home through their own volition or without cause. The school reserves the right to use its discretion on a case by case basis

Applications **are taken throughout the year**

and should be sent to:

International Students Office

Email: international@birkenhead.school.nz

Phone 0064 9 4839 039

Fax 0064 9 4834 094

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. This includes within the homestay.
- 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. NO student shall act contrary to the law; in such instances we will advise that they return home.

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 \$375 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 \$375.
- 4 Two weeks' notice must be given in writing if you wish to move homes. This is payable in full regardless of when you move inside the two week period. The Host family may also give two weeks' notice to the school if they require you to move out.
- 5 If a student's behavior compromises our ability to find new accommodation the student may be liable for payment of Board in lieu of notice. If a student decides to move home through their own volition without any extenuating circumstance the school reserves the right to charge a place. This will be decided on a case by case basis.

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 _____

Birkenhead College

International Student Medical Record

The school requires up-to-date, accurate medical information so we are able to care for your child appropriately. Please supply as much information as possible.

Student's Name: _____ Date of Birth: _____

Name of Doctor: _____

Doctor's phone: _____

Does your child have any of the following? Tick appropriate box and add any details.

Yes No

✓

✗

☐ ☐ Asthma _____

☐ ☐ Allergies / Hay Fever (please list) _____

☐ ☐ Anaphylactic or severe reaction? (Please describe) _____

☐ ☐ Diabetes _____

☐ ☐ Heart Condition _____

☐ ☐ Are they taking any medications, if so please list? _____

☐ ☐ Do they currently, or have they in the past, had any other medical condition or surgery?

☐ ☐ Are there any learning or behavioural concerns the school should be aware of? _____

☐ ☐ Do they currently have, or have they in the past had mental health issues eg (Depression or anorexia nervosa)

☐ ☐ Are their vaccinations up to date? _____

☐ ☐ Do you give your child permission to be given Paracetamol (Panadol) if required?

☐ ☐ Do you give permission for your child to see the Public Health Nurse at school?

I declare that the above information is true and accurate.

Date:

Parent/Guardian Name:

.....

STUDENT ONLINE SAFETY AGREEMENT

The overall goal of the school in this matter is to create and maintain a safe online culture which is in keeping with the values of the school, as well as legislative and professional obligations. This agreement includes information about obligations, responsibilities, and the nature of possible consequences associated with online safety breaches.

The school's computer network, internet, computers and other online school equipment are for educational purposes appropriate to the school environment. This applies whether the IT equipment is owned or leased either partially or wholly by the school, and used on or off the school site, or owned by the student.

As a safe and responsible user of IT I will help keep myself and others safe by following these rules:-

1. I cannot use school IT hardware or network until I have read and signed this online safety agreement.
2. I will log on only with my username supplied by Birkenhead College. I will not allow anyone else to use my user name. I will not tell anyone my password.
3. I understand that while at school or on a school-related activity I must not at any time use ICT to upset, offend, harass, threaten, or in any way harm anyone or put them at risk, including the school itself, even if it is meant as a joke. I understand that the rules in this use agreement apply to all digital devices, including mobile phones.
4. While at school, I will not:
 - Access, or attempt to access, inappropriate, age restricted, or objectionable material
 - Download, save or distribute such material by copying, storing, printing or showing it to other people
 - Save, or use the image of any student or teacher without their permission
 - Make any attempt to bypass security, monitoring and filtering that is in place at school.
5. If I accidentally access inappropriate material, I will:
 - Not show others.
 - Turn off the screen or minimise the window and report the incident to a teacher immediately.
6. I understand that I must not download any copyrighted files such as music, videos, games, programs or images. This ensures that the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law. I understand that anyone who wilfully infringes copyright will be dealt with through the College's disciplinary system.
7. I will be cautious about giving out any personal information (including photos) about myself online. I will not give out personal information about anybody else without their express permission. Personal information includes name, address, email address, phone numbers, photos and other identifiers.
8. I will respect all IT systems in use at school and treat all IT equipment/devices with care. This includes:
 - Not intentionally disrupting the smooth running of any school IT system
 - Not attempting to hack or gain unauthorised access to any system
 - Following all school online safety rules, and not joining in if other students choose to be irresponsible with I
 - Reporting any breakages/damage to a staff member.
9. **I understand that if I use the name of Birkenhead College in a manner that may cause offence or embarrassment to the school I may be held accountable for any damage caused, even if I do this out of school hours. The matter may be dealt with by the school, or referred to the NZ Police.**

10. I understand that the school may monitor traffic and material sent and received using the school's IT network. The school may also audit its computer network, including visited internet sites, stored files and mobile devices.

11. I understand there will be consequences for infringement of these rules including any or all of the following:

- parents informed
- internet or network privileges removed
- police informed
- possible prosecution

**I have read and understood my responsibilities, and agree to abide by the conditions above.
I know that if I breach this agreement there may be serious consequences.**

Name of student:

Signature of student:.....

Date:

Signature of parent: