



# ELLESMERE COLLEGE

PO Box 52, Leeston, New Zealand 7556  
Tel 03 3243 355 / Fax 03 3243 072  
Email [poorterd@ellesmere.school.nz](mailto:poorterd@ellesmere.school.nz)

Please complete and return to *The International Secretary at the above address.*

## Student Information

Family Name  Other Names

Address  
In Country of Origin

Caregiver(s) title and surname(s) at the above address, eg Mr A & Mrs B Smith

Relationship to student, eg Parent(s), Host(s)

Nationality  Date of Birth / /  Male/Female *(circle one)*

Ethnic Group  First Language  Second Language

Passport No  Expiry Date  Date of NZ Arrival / /

Passport Status: Permanent Resident  Student Visa  Parent Work Permit

NZIS Client Number:  Date / /

*Please provide photocopied details of your visa or permit (to be received before student starts school)*

## Family Details

Father's Name  Occupation

Mother's Name  Occupation

Address

Telephone  Facsimile

Mobile Phone  Email

Other Family members at Ellesmere College  
From 20 ..... to 20 .....  From 20 ..... to 20 .....

## Agent Details

*Bona fide education agents with full appreciation of the Code of Practice for Pastoral care of International Students may make applications on behalf of students. An agency agreement with the school is mandatory for acceptance of an enrolment.*

Name		Business Name	
Address			
Telephones		Facsimile	
Mobile		Email	
Contact		GST Number	

## Guardian / Emergency Contact Details

*This person may not be the accommodation provider, unless a family relationship exists, must be living permanently in Christchurch and have responsibility for the student.*

Name		Business Name	
Address			
Telephones		Facsimile	
Mobile		Email	

## Present School

Name of School	Country	Qualification
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*Please send us details of your most recent school reports and English language study.*

## Sports, Activities, Interests and Hobbies

What sports activities would you like to do?


What hobbies or activities would you like to do?


## Course of Study

Entry level to Ellesmere College:	Year 9 / Year 10 / Year 11 / Year 12 / Year 13	<b>(circle one)</b>
Period of Study.....	Weeks .....	Terms (4 in year) ..... Years
Reasons for Study	NZ High School Graduation <input type="checkbox"/>	NZ University Entrance <input type="checkbox"/>
	English Language & Cultural Experience <input type="checkbox"/>	Other NZ Qualification <input type="checkbox"/>
	<b>(Tick which applies)</b>	
	Other .....	
I wish to study the following subjects: .....		
.....		

*In order for us to care for your child in any illness/emergency situation, could you please complete the following:*

Has the student ever suffered from:	Medication Required
Asthma Yes / No	
Epilepsy Yes / No	
Diabetes Yes / No	
Rheumatic Fever Yes / No	
<i>Does the student suffer an allergic reaction to:</i>	
Stings Yes / No	
Food Yes / No	
Medications Yes / No	
Office allowed to administer Panadol/Nurofen Yes/No	
Other <i>(Please specify)</i>	
Does she/he suffer from any other medical condition or disability?	
Medical Insurance Policy: Name of Company, Policy Number and Date of Expiry	

*It is compulsory for international students to have medical insurance while at Ellesmere College.*

### Application Checklist

*All applications for a place at Ellesmere College must include the following:*

- School Reports (in English) from last school attended
- A letter of recommendation from the Principal of the most recent school attended
- A personal letter stating the reasons for applying to study at Ellesmere College
- Homestay arrangements  Advised  Requested   
*International students must be living in a school organised or designated homestay*
- Guardianship arrangements  Advised  Requested
- Provide photocopied details of permanent residence, if required
- Medical Insurance Details provided

### Enrolment Agreement

- We have read and understood the right of the school to hold and disclose personal information under the Privacy Act 1993.
- We have read the Enrolment Pack information and agree to abide by the rules and discipline of the school.
- We undertake to pay in advance such fees as are charged by the Board of Trustees or other New Zealand education agencies.
- We have read and understood the school's refund policy for full fee paying students.
- We accept the right of the school to change a course of study if this is in the interests of the student.
- We undertake to ensure the good behaviour and cooperation of the student with the staff of the school and nominated guardians.
- We accept that the only legal documentation is written in English language and any foreign language translations are for information only.
- We accept that, only New Zealand law and its remedies may be used by parents of enrolled students to contest agreements and promises made by the school. The information in the Student Enrolment Pack has advice on laws that are appropriate to an international student enrolling in a New Zealand high school.

### Signature/Seals

Student..... Father..... Mother .....

*Where practicable both parents are to sign for a student under the age of 20.*

Date of Agreement..... Date of entry to Ellesmere College.....

## Refunds

As a signatory to the Code of Practice for the Pastoral Care of International Students, the school is required to have a fee refund policy. This is part of the school's enrolment contract with students. The policy needs to be aligned to The Education Amendment Act (No 4) 1991; The Fair Trading Act 1986; The Consumer Guarantees Act 1993. Refunds will be made in the following circumstances:

- If an application for refund is made before the student starts the course – full payment of tuition fees minus NZ\$250 administration charge to cover costs incurred by the school.
- If an application for refund is made after the student starts the course but before the second half of the course, fees will be refunded less an administration charge of \$250; costs to the school already incurred for tuition; components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff, costs already incurred for the use of facilities and resources; the proportion of the Government levy the school is required to pay and any other costs already incurred.
- If the school is unable to provide the course requested by the student and agreed on in the school's Offer of Place.
- Refunds will be considered if an application for refund is made after the second half of the course has begun in exceptional circumstances such as family bereavement, illness or other family circumstances which require the student to return permanently to the home country; serious illness of the student. In these circumstances students who are insured may have the balance of the fees reimbursed by the insurer. The school will only consider the balance not provided by the insurer.
- Refunds will not be considered if the student is expelled or excluded from school; if the student acquires permanent residence status after having enrolled at the school as an international student.
- No refund when enrolment is withdrawn by the school.
- No refund when passport status has been changed to permanent residence.

An application for refund of fees must be made in writing. The application must be made to the Board of Trustees. The application must explain why the student has withdrawn from the course and reasons for seeking a refund. Documentary evidence to support the claim should be provided. *(Note: the administration charge is separate from the administration processing fee payable on enrolment).*

### Personal Information and the Privacy Act (1993)

The Privacy Act 1993 protects the information you give the school and details conditions under which personal information can be obtained, used, stored and exchanged with other interested parties. The school collects personal information from its students so that they can be enrolled at the school, have their attendance and progress recorded, be entered for examinations, or be contacted by the school. The school also collects information about the caregivers of the student so that they may be informed of student progress or contacted by the school, and because the safety of the student is important.

Personal information may be disclosed to other education agencies, such as the Ministry of Education and the New Zealand Qualifications Authority; and to Government agencies such as the New Zealand Police if they demonstrate a statutory right to obtain it. Personal information may be retained by the school after the student leaves in order for the school to maintain a list of past students. Personal information may also be disclosed to the Ellesmere College Parent Teacher Association to assist in compiling its membership register.

Under the Privacy Act 1993 you have the right of access to all personal information held by the school about you. You also have a right to ask the school to correct any information held which is inaccurate. You can exercise that right by applying to the school. You also have an obligation to advise the school if/when any of the personal information you have provided changes. If for any reason your enrolment is not accepted, this enrolment form will be destroyed.

### Code of Practice

Ellesmere 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 this institution or from the New Zealand ministry of Education website at <http://www.minedu.govt.nz>