



**ST MARY'S COLLEGE  
AUCKLAND, NEW ZEALAND  
CATHOLIC SCHOOL FOR GIRLS**

Please attach a recent passport photograph

**APPLICATION FORM FOR INTERNATIONAL STUDENTS**

**APPLICATION PROCEDURE**

1. Please fill out this enrolment form and return it with the completed student profile sheet and signed Internet agreement to the Principal. Page 7 must be signed by the student and both of her parents/guardians.
2. Enclose recent school reports and attach a recent passport size photograph.
3. If your application is successful, you will receive an Offer of Place and an Invoice for the fees payable.
4. Payment should be made by cheque, EFTPOS, or direct transfer into the College's bank account. Account details are on the invoice.
5. Upon payment of tuition fees, you will receive a receipt, and a letter of acceptance with proposed starting date and guarantee of accommodation (if applicable)

Please state name of agency (if applicable) \_\_\_\_\_

**STUDENT DETAILS**

Family Name	
First Name	
English Name	
Religion	

(if Catholic, please provide proof of baptism)

Date of Birth	
Nationality	
Language	
Level of English	<b>1 2 3 4 5</b>

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

**PARENTS' DETAILS**

<b>Father's Name</b>	
Occupation	
Religion	
Address	
Telephone (Home)	
Telephone (Work)	
Telephone (Mobile)	
Fax Number	
Email	

<b>Mother's Name</b>	
Occupation	
Religion	
Address	
Telephone (Home)	
Telephone (Work)	
Telephone (Mobile)	
Fax Number	
Email	

**AGENT DETAILS**

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mobile: \_\_\_\_\_

**NEW ZEALAND GUARDIAN/CAREGIVER DETAILS**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Relationship to Student: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mobile: \_\_\_\_\_ Occupation: \_\_\_\_\_

**ACCOMMODATION DETAILS** (please tick)**The student will live with...**

a NZ host family @ \$230 per week (host family accommodation needed from (date) .....	<input type="checkbox"/>
a family member or family friend (please fill out the 'Designated Caregiver Indemnity' Form)	<input type="checkbox"/>
her parents	<input type="checkbox"/>

**COURSE REQUIRED**

Preferred starting date: \_\_\_\_\_

Length of study: (please circle) 1 2 3 4 Terms

Level of study: (please circle) Year 7 8 9 10 11 12 13

Subjects preferred – please list in order of preference

\_\_\_\_\_

Do you expect to remain at St Mary's College until you have finished Year 13? **YES/NO****SCHOOL REPORTS** (please tick)**We would like copies of the School Report to be sent to...**

Father	<input type="checkbox"/>
Mother	<input type="checkbox"/>
Designated NZ Caregiver/Guardian	<input type="checkbox"/>
Agent	<input type="checkbox"/>
Host Family	<input type="checkbox"/>

## MEDICAL INSURANCE

Medical Insurance is **compulsory**, and it is recommended that it is arranged prior to arrival in New Zealand. If you have already arranged cover for the student, confirmation will be required upon arrival and a **copy of the policy** will be required.

Do you require Health Insurance information from a recommended company? **YES/NO**

## HEALTH

Has the student ever suffered from:

Asthma: **YES/NO**    Epilepsy: **YES/NO**    Rheumatic Fever: **YES/NO**

Diabetes: **YES/NO**    Allergic Reaction: **YES/NO**    Tuberculosis: **YES/NO**

Details: \_\_\_\_\_

Does she suffer from any notifiable disease, medical condition or a disability? **YES/NO**

If yes, please state: \_\_\_\_\_

Are there any mental health concerns? **YES/NO**

If yes, please state: \_\_\_\_\_

The student been vaccinated against:

✓ **Date of Vaccination**

Measles		
Mumps		
Rubella		
Hepatitis B		
Tetanus		

## OTHER INFORMATION

Do you have any friends or relatives already enrolled at St Mary's College? **YES/NO**

How did you learn about St Mary's College? \_\_\_\_\_

## ST MARY'S COLLEGE WEBSITE

The purpose of the St Mary's College website is to highlight the true nature and character of the College to enable prospective parents and students to make an informed decision when choosing a school. The website is also a good tool for current students and their parents to gain information about the school and various events and activities. In the event that a photograph including your daughter is chosen for display on the site we would like your permission for its feature. If you have any queries regarding the website or this letter please contact Lyn Stevens on (09) 376 6568, ext 742, or [lstevens@stmaryak.school.nz](mailto:lstevens@stmaryak.school.nz). To view the website: [www.stmaryak.school.nz](http://www.stmaryak.school.nz)

Do you give permission for your daughter's photo to be included in the St Mary's College website?

**YES/NO**

## **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 St Mary's 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 St Mary's College who do not have permanent residence or citizenship in New Zealand.

### **The rules of St Mary's College include the Student Code of Conduct:**

1. Classroom rules:
  - a) Show respect for others
  - b) Do quality work
2. I will work to the best of my ability.
3. I will respect the right of others to learn.
4. I will respect the person and property of every other member of the school community.
5. I will care for the school environment.
6. I will show courtesy and respect towards all staff and I will meet their requirements in and out of the classroom.
7. I will arrive at school on time and attend all classes punctually.
8. I will wear my school uniform correctly and with pride.
9. I will be properly equipped for all lessons and do the homework set in each subject.
10. I will not bring into the school grounds or buildings, alcohol, drugs, offensive or dangerous weapons, cigarettes, lighters or matches or use them on any school occasion.
11. I will behave responsibly when representing the school and will obey the rules set for school teams and functions.
12. I will travel to and from school by the most direct route without stopping unnecessarily.
13. I will be courteous and helpful to school visitors and to members of the public on the street and in public transport.
14. I will not chew gum.
15. I will not bring personal property such as walkmans to school.
16. a) International students under 18 years will not be permitted to own or drive motorcars or motorcycles whilst enrolled at St Mary's College.  
b) International students 18 Years or over may drive a motor car if she has a current NZ driving license and the school has given approval for the car to be driven.

## **ACCOMMODATION**

1. St Mary's 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. St Mary's 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. St Mary's College reserves the right to decide the course level of study of any student. This will be based on the professional opinion of what is in the best interest of the student. Changes after the student has enrolled will be negotiated with the student with the ultimate decision resting with the school.
3. St Mary's College reserves the right to decline any student enrolment at the College, without explanation, at the discretion of the Principal.
4. Prior to commencing study at the College, students may be required to undergo, and make available to the College, a full medical examination by a doctor of the College's choice.

5. All disputes will be dealt with according to New Zealand law and in New Zealand courts, or the International Education Appeal Authority (IEAA).

## **IMMIGRATION**

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>

## **CATHOLIC CHARACTER**

St Mary's College is a Catholic school based on Christian values. All students study about this in Religious Education (RE), which is compulsory, and will hear a lot about being in a "Mercy" school.

## **PRIVACY ACT**

We acknowledge that the personal information we have supplied on the enrolment form is being collected to assist the College in assessing this application for enrolment, and if successful, providing pastoral care and education for our child. The College is authorised to pass this information to other schools, educational or governmental authorities when required for the legitimate use of those authorities. Similarly, the College is authorised to obtain whatever personal information it legitimately requires regarding the student from the student's present or previous school/s.

## **FEE PROTECTION POLICY**

### **BACKGROUND**

The Fee Protection Policy is adopted by the College to give assurance to International Fee Paying Students that the fees that they have been paid will be available to them for refund in the unlikely event that the College becomes insolvent or is suspended or removed as a signatory to the Code of Practice. In either of these events, International Students would have a proportion of their fees refunded to them as they would have to enrol at another school to complete the course. It should be noted that the College has been operating effectively for over one hundred and fifty years and has never defaulted on any payment or been overdrawn or in deficit.

### **FEE PROTECTION PROCEDURE**

The College has established a unique bank account into which all International Student tuition fees are paid. This account, at the Bank of New Zealand, Ponsonby, is not connected to any of the College accounts. The signatories to the account are the Principal, the Deputy Principal, the Executive Officer and a member of the Board of Trustees.

Withdrawals from the account are made progressively throughout the year to meet the various operating expenses incurred in the teaching of the International students. The balance in the account is adequate to meet the amount needed to refund students at any point in the year.

**BOT Reviewed: July 2007**

## **REFUND INFORMATION FOR INTERNATIONAL STUDENTS (REFUND POLICY)**

### **SCHOOL FEES**

1. If a student withdraws from their course of study before the second half of their course, they may be eligible for a refund of school fees.
2. An application for refund of fees must be made in writing to the Principal as agent for the Board of Trustees explaining why the student has withdrawn from the course and the reasons for seeking a refund.
3. If the application is made before or after the start of the course, but before the second half of the course, the fees may be refunded less:
  - An administration charge of \$300.00

- Costs to the school already incurred for tuition or otherwise in contemplation of the student's attendance
  - Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff (if applicable)
  - Costs already incurred for the use of facilities and resources
  - The proportion of the Levy the school is required to pay to the proprietor
  - Insurance premiums
  - Any other costs already incurred
4. If the application is made during the second half of the course, the student will not receive a refund except in exceptional circumstances. The beginning of the third school term is the start of the second half of a full year course.
  5. No refund will be made to a student who is expelled from the school by the Board of Trustees, who wishes to transfer to another school or who has had their tuition terminated for the following reasons:
    - In the event of continued and unexplained absenteeism (students are required to attend at least 85 percent of the time)
    - The exclusion or expulsion of the student in accordance with the Education (Stand-down, Suspension, Exclusion and Expulsion) Rules 1999
    - Provision of false or misleading information by the student on enrolment
    - Inadequate progress by the student
    - Failure by the student to pay fees
    - Where the signatory is unable to guarantee accommodation due to the student's behaviour
    - In the event of criminal behaviour by the student (including such behaviour outside the signatory's premises)
  6. St Mary's College will ensure that they abide by the principles of natural justice.
  7. No refund will be made to a student enrolled at the school prior to the 1<sup>st</sup> of March who becomes a permanent resident after the 1<sup>st</sup> of March (in any year).
  8. Disputes about any refund will be treated in accordance with the Code of Practice for the Pastoral Care of International Students.

**HOMESTAY FEES (BASED ON ALL HOMESTAY FEES PAID IN ADVANCE)**

1. If a student moves out of a homestay before the end of the contract, the portion of the homestay fees not already used will be refunded. The Homestay Placement Fee of \$300.00 cannot be refunded.
2. To have homestay fees returned, the student must write to the International Students Manager as agent for the Board of Trustees giving two weeks notice, or pay two weeks fees in lieu of notice.
3. If the student cancels their homestay contract before moving into the homestay, the fees will be refunded in full less the Homestay Placement Fee of \$300.00.

**BOT Reviewed: July 2007**

**CONTRACT FOR INTERNATIONAL STUDENTS**

As an International Student enrolled at St Mary's College and in accordance with the conditions of the Student Visa issued to our daughter:

(enter her full name).....

We understand and agree that:

1. Her course of study depends on the results of placement tests.
2. All courses at St Mary's College include Religious Education.
3. She must attend every class at school each day. If she is unable to attend (because of illness or similar) she shall contact the school on the day she is absent and will bring a note to school, signed

by her homestay parent/designated caregiver, explaining her absence. If she is absent for three days or more she has to bring a doctor's certificate.

4. She must have valid medical insurance at all times.
5. She must obey all of the school rules.
6. She will not receive a refund of fees if she leaves St Mary's College except under those conditions explained in the College's Refund Policy (issued separately).
7. Only Year 13 students are allowed to drive a car to school. If your daughter is a Year 13 student and wishes to drive a car to school she must register her car with the College and show a valid New Zealand driver's licence.
8. She will remain at school at the end of the year until the date required for course completion for her year level.
9. She must live with her parents, a designated caregiver, a legal guardian, or a homestay family arranged by the International Student Manager. She must not change her homestay family without permission from the International Student Manager.
10. She must inform the College immediately if her contact details change, and will give her new address and contact phone number to the school.
11. We will inform the College immediately if our contact details change.

**We fully understand that the conditions of this contract are binding on our daughter and that her New Zealand visa will be cancelled if she breaks any of these conditions. The Principal and the International Student Manager will be the sole judges in this matter.**

## **DECLARATION**

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

I/We hereby acknowledge and authorise St Mary's 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: \_\_\_\_\_

## INTERNATIONAL STUDENT FEES 2012

Fee	Quantity	Amount	Rate	Total
Annual Tuition Fee	1	13,832.50	per year	13,832.50
Levies	1	2,535.33	per year	2,535.33
<b>SUBTOTAL</b>				<b>\$16,367.83</b>
Homestay Placement Fee	1	300.00	per placement	300.00
Homestay Weekly Fee	46	230.00	per week	10,580.00
Medical Insurance	1	506.20	per year	506.20
School Magazine (optional)	1	36.00	per year	36.00
<b>TOTAL</b>				<b>\$27,790.03</b>

\*Donation

Other fees may include uniform, stationery, transport, school ID card, field trips, public examination fees, pocket money. Please read 'Information for International Students and Parents 2012' for more information.

**Applications are accepted throughout the year, and should be sent to:**

International Student Manager  
 St Mary's College  
 PO Box 47003  
 Ponsonby  
 AUCKLAND 1144  
 NEW ZEALAND

Phone: +64 9 376 6568 Ext 817  
 Fax: +64 9 376 0206

**All applications should include recent school reports, a recent passport photograph, and other relevant documentation as outlined in the Principal's letter.**

### OFFICE USE ONLY

Visa Type: \_\_\_\_\_ Visa Expiry Date: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Insurance Paid: **Yes/No** Insurance Company: \_\_\_\_\_

Insurance Number: \_\_\_\_\_ Insurance Expiry Date: \_\_\_\_\_

Notes:

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The application is accepted/declined

Signed \_\_\_\_\_ Date \_\_\_\_\_