



APPLICATION FORM to enrol as an International Student at Wainuiomata High School

The Principal Wainuiomata High School P O Box 43 156 Wainuiomata 5048 Wellington NEW ZEALAND.	Telephone: 064 4 938 3224 Fax: 064 4 939 7016 Email: virginiaw@wainuiomatahigh.school.nz (International Dean) natashab@wainuiomatahigh.school.nz (Homestay Coordinator) Bank Acct No: ASB Bank, Wainuiomata High School, 12 3142 0315722 00 Swift Code: ASBBNZ2A
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A NZ\$900.00 non-refundable administration fee is required to process your application form. Once the money is received an Offer of a Place at Wainuiomata High School will be sent.

General Information (please print)

Name _____
(Family name) *(First and Middle names)*

Preferred Name _____

Please attach your
Passport Photo

Date of Birth: _____	Male <input type="checkbox"/> Female <input type="checkbox"/> <i>(Please tick)</i>	First Language: _____
Nationality: _____		Place of Birth: _____
Passport Number: _____		Country of Issue: _____

Home address (not in New Zealand): _____

Contact Details (not in New Zealand)

Home Phone: _____	Fax: _____
Email: _____	

I plan to study at Wainuiomata High School for:

1 Term	2 Terms	3 Terms	1 year	More than 1 year
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If you are interested in working part time (up to 20hours per week) during your stay in New Zealand, please make sure you also apply for a Variation of Conditions when you apply for your Student Visa.

Parent/Legal Guardian Details

Mother's Name _____
(Family Name) (First Name)

Mother's Address (if different from your home address) _____

Mother's Phone Number (if different from your home phone) _____

Father's name _____
(Family Name) (First name)

Father's Address (if different from your home address) _____

Father's Phone Number (if different from your home phone) _____

Brothers and Sisters

Name	Age	Gender (M/F)	Occupation/School

In case of an emergency, please give two contact details of someone other than your parents who we could contact in an emergency

Name _____

Address _____

Phone Numbers _____

Name _____

Address _____

Phone Numbers _____

Schooling Information

Present school and class *(or the name of the last school you attended)* _____

School address and phone number: _____

First language _____

Number of years studying English _____

Examination results (*attach certificates for any public English tests attempted and all public and school examinations taken in the two previous years*):

Can you provide any information about your English language ability? (The school reserves the right to place students according to their language ability and academic performance.)

Subjects being studied this year (*indicate which subjects are taught in English*):

I would like to study the following subjects at Wainuiomata High School _____

When I leave school I intend to study further for (*state the qualifications aimed at e.g. Bachelor of Arts*):

Accommodation

Please arrange a homestay placement for me Yes No

If yes, please complete the profile below.

<p>List hobbies, interests (including sports) you participate in, in the order of importance to you:</p>

<p>Do you sing or play a musical instrument? If so state which:</p>
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What are your household responsibilities?
Indicate any part-time jobs or work experience you may have had:
Briefly explain why you want to come and study in New Zealand

Medical/Special Needs

Are there any health conditions (physical and mental) we have to take into consideration, eg asthma, diabetes, hepatitis, etc? If yes please explain.
If you will be required to take any prescription medications during your stay please specify which medications and for what condition. (you will also need to provide a medical certificate from your family doctor)
Do you have any special dietary requirements eg vegetarian?

I wish to stay with a family member / family friend (please fill in the Designated Caregiver's Form)

The Homestays being used for Wainuiomata High Schools International Fee Paying Students are compliant with the Code of Practice for the Pastoral Care of International Students.

Student Health Information (Parents to fill in)

It is a condition of enrolment that the Student has adequate travel/medical insurance.

Have you already arranged insurance? Yes No

(If Yes, please provide a confirmation letter from your insurance company)

Testimonial: I attach a letter from the Principal of my present school (to include comments on general ability, behaviour, attendance, competence in English and ability to adjust to a new environment).

Administration Fee: I have paid the \$900 non-refundable administration fee.

DECLARATION

Before your application can be considered, please sign the following acknowledgements (to be signed by a parent/guardian if student is under the age of 20).

1. I give permission for the school to seek any relevant information from any source in order to make a decision whether to accept my application. The school reserves the right to reverse its decision if any information provided proves to be false.
2. I agree that the school will place me in a level appropriate to my abilities.
3. I agree to abide by the rules and policies of the school at all times.
4. I accept the right of the school to effect and change a course if this is considered to be in my best interests.
5. I/we will fill in the homestay student profile and return it to the school.
6. I/we will complete the tuition agreement form and return it to the school.
7. I agree to inform Wainuiomata High School of any changes in my contact details.
8. I agree to inform Wainuiomata High School of any change in my accommodation arrangements (homestay).
9. I agree to inform Wainuiomata High School of any changes in my residential address.
10. I agree to inform Wainuiomata High School of any changes in my immigration status.
11. We/I understand that unacceptable behaviour, on the part of the student in the homestay, may lead to the termination of the student's enrolment at Wainuiomata High School
12. I/we hereby agree that in an emergency, the Principal, a duly assigned staff member or a host family member may act without personal liability as a responsible guardian and authorise appropriate medical/surgical treatment.

Applicant's signature _____

Parent/Guardian signature (if student under 20 yrs of age) _____

Date _____

With this application please enclose:

1. A certified copy, in English, of your most recent school report.
2. Results of any public examinations you have entered.
3. Letter from the Principal.
4. Details of proposed insurance.
5. Completed Designated Caregiver Form if applicable
6. Student Homestay Contract
7. The signed Tuition Agreement (a parent or guardian must sign the agreement if the student is under the age of 20).
8. Signed Contract with Wainuiomata High School.
9. As Parents of _____ we agree to him/her previous or subsequent school being contacted by Wainuiomata High School.

For any 24hour emergencies, contact details are as follows:

Virginia Wilson
Dean of International Students
virginiaw@wainuiomatahigh.school.nz

Natasha Baker
Homestay Coordinator for International Students
natashab@wainuiomatahigh.school.nz
Phone: 0064 27 756 8130

PHOTOGRAPHS

STUDENT'S HOMESTAY CONTRACT

In return for Wainuiomata High School finding and supervising a homestay for

Name of Student

- I guarantee the good behaviour of the student in New Zealand. I understand that unacceptable behaviour on the part of the student in homestay may lead to termination of the student's enrolment at Wainuiomata High School.
- I undertake to pay NZ\$900 Administration Fee to Wainuiomata High School and NZ\$220 a week, four weekly in advance, to Wainuiomata High School to cover board payments. Wainuiomata High School will make payments to the homestay.
- I understand that the student may not make any national or international telephone calls from the homestay premises unless the charges are reversed. If any such calls are made I guarantee to reimburse the homestay for any costs including internet use.
- I understand that a student must not leave a homestay and move into a flat unless he is over 19 years old and consent is given by the school and his parents / caregivers in writing.
- I undertake that the student **will not leave** the homestay for another permanent address without the permission of the Principal.
- I undertake that the student must live at the homestay for least **one term** before leaving the homestay **and** permission to leave must be given by the school and parents.
- I understand that I must give 2 weeks notice and 1 week extra payment is usual as compensation to the host family.
- I understand that any decision made by the school regarding the movement of a student from a homestay is final.
- I understand that, in the event of the student not coming to New Zealand, Wainuiomata High School will retain the NZ\$300 Administration Fee. The advance board payments will be refunded in full, although if there is less than one week's notice given, the college may deduct a sum to compensate the homestay for inconvenience experienced or expenses incurred in anticipation of the student's arrival.
- I undertake to pay a retaining fee of NZ\$50 a week **in advance** if I wish to retain my room at my homestay while I am absent during 1 week holiday periods and if I am absent during the summer holidays I undertake to pay NZ\$50 a week in advance. I will leave my room tidy and packed up.

Student's Signature

Date

Mother's Signature

Father's Signature

Students are met at the airport upon their arrival in New Zealand and taken to their homestay family who have been approved by Police and the High School. The Homestay Coordinator (Ms Natasha Baker) will contact students frequently to discuss homestay matters. Frequent checks are made on homestays and every effort is made to ensure students are as settled and happy as possible. For their homestay payments, students will receive a fully furnished room complete with a bed, study table, lamp and heater. All meals are provided. Clothing and linen will be regularly laundered. They also have access to help at all times and their care in homestay is closely supervised. We hope students will join in the family activities of the household.

WAINUIOMATA HIGH SCHOOL

TUITION AGREEMENT

If Wainuiomata High School ("High School") accepts the student named in the application

_____ ("Student") for tuition in New Zealand, the following terms and conditions shall apply:

1. The High School shall provide tuition in accordance with the New Zealand Ministry of Education Code of Practice for the Pastoral Care of International Students and the laws of New Zealand in return for an annual fee of \$NZ11,800.
2. The High School shall arrange homestay accommodation for the student. This shall not apply if the Student has made other arrangements in New Zealand for homestay in which case it is agreed the High School shall have no responsibility for the Student outside of school hours.
3. The parents or guardians of the Student who have signed the application for tuition on behalf of the Student ("Parents") irrevocably appoint and authorise the Principal of the High School (or such other person as may be appointed by the High School to carry out the Principal's duties) to:
 - 3.1 Receive information from any person, authority or corporate body concerning the Student including, but not limited to, medical, educational or welfare information;
 - 3.2 Provide consents in respect of any activity carried out and authorised by the High School;
 - 3.3 Receive financial information relating to the Student including bank accounts, debts or income of the Student while in New Zealand.
 - 3.4 Provide consents that may be necessary to be given on the Student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the Parents.
4. The Parents irrevocably authorise the Principal of the High School to advise the Student's homestay hosts (whether or not arranged through the High School) of all matters and information required to be provided to parents of any student under the Education Act 1989 and agree to appoint the homestay hosts as their agents in New Zealand to receive such information in substitution for the Parents.
5. The Parents agree to provide the High School with academic, medical or other information relating to the wellbeing of the Student as may be requested from time to time by the High School.
6. The Parents agree that, should the student withdraw from the course of study at Wainuiomata High School, after arriving in New Zealand but before commencing the course, no refund will be made unless the student meets the Refunds Policy criteria.
7. The High School shall use its best endeavours to ensure the safety, health and wellbeing of the Student but shall not be liable for;
 - 7.1 Any damage or harm caused to the Student or the Student's property arising out of the Student's homestay (whether or not such homestay was arranged by or through the High School);
 - 7.2 Any damage or harm caused to the Student or the Student's property while attending the High School unless the harm was as a result of gross negligence on the part of the High School;

- 7.3 Any damage or harm caused to the Student or the Student's property outside of normal school hours and in the case of the Student's property, shall not be responsible for any damage to such property that may occur outside the High School premises.
8. Without restricting Clause 6, but subject to Clause 8, the High School's liability in relation to the supply of services to the Student is limited to the amount of fees paid by the Student for the provision of the services in respect of which liability arises.
9. Nothing in this Agreement limits any rights the Parents and/or Student may have under the Consumer Guarantees Act 1993.
10. Either party may terminate this agreement at any time upon two weeks written notice. If the agreement is terminated the refund policy for international students as outlined in Schedule 1 shall apply ("refunds policy").
11. It is acknowledged that the suspension, expulsion and exclusion of Student's provisions as set out in Part II of the Education Act 1989 shall apply to the Student in New Zealand. Any decision under these provisions to expel or suspend the Student for a specified period shall terminate this agreement and the refund policy shall apply. The Parents shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.
12. Neither party is liable to the other for failing to meet its obligations under this agreement to the extent that the failure was caused by an act of God or other circumstances beyond its reasonable control.
13. This agreement shall be construed and take effect as a contract made in New Zealand and will be governed by New Zealand law and the students and parents submit to the exclusive jurisdiction of the New Zealand courts.
14. The Parents agree that the Student will comply with school rules and policies.
15. Notices given under this agreement must be in writing and given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received five working days after posting.
16. This agreement shall consist of the application for tuition, application for homestay (if required) and this tuition agreement including the attached Schedule 1. This agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements. The terms of the agreement may be changed by the High School in writing to the Parents and shall continue in force while the Student is enrolled with the High School.
17. The Parents acknowledge that:
- (a) Personal information of the Parents and/or Student collected or held by the High School is provided and may be held, used and disclosed to enable the High School to process the application for tuition, provide tuition and homestay services to the Student, provide to the Student and/or Parents advice or information concerning products and services the High School believes may be of interest to the Student and/or Parents and to enable the High School to communicate with the Student and/or Parents for any purpose;
 - (b) All personal information provided to the High School is collected and will be held by the High School at Parkway, Wainuiomata, phone 939 7015 and fax 939 7016);
 - (c) If the Student/Parents fail to provide any information requested in the application for tuition, the High School may be unable to process the application;

- (d) The Student/Parents have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the High School concerning them.

The Student/Parents authorise the High School to obtain at any time from any person or entity any information it requires to process and/or accept the application for tuition or to perform or complete and of the other purposes under this Agreement. The Student/Parents authorise any such person to release to the High School any personal information that person holds concerning the Student/Parents.

18. Students are expected to follow the laws of New Zealand and if a student is found to be taking illegal substances, whether during school time or out of school time, the student will be sent home and the refund policy will apply.
19. Students are not permitted to drive at any time whilst studying at Wainuiomata High School.

EXECUTION

I have read and understood the terms set out in this agreement including the attached schedules and agree to them.

Signed _____ Date _____

(student (if 20 years or over) or Parent in all other cases)

Full name _____

Relation to Student _____

(where signed by person other than Student)

CONTRACT WITH WAINUIOMATA HIGH SCHOOL

1. I agree that I will behave in a manner acceptable to Wainuiomata High School.
2. I accept that Wainuiomata High School has the right to review and adjust if necessary, my course of study if this is deemed by the college to be in my best interest.
3. I have read and understand the Wainuiomata High School Refunds Policy for International Students.
4. I agree, if I am homestay, to follow all the rules of my homestay.
5. I agree to attend all classes and form time regularly and to be on time.
6. I agree to follow all school rules set out for the students at Wainuiomata High School.
7. I agree to wear the school uniform if I am under 19 years old.
8. I agree to update Wainuiomata High School of any change of address or contact details.
9. I agree that I must follow the correct procedure and get permission from parents and the school before I can go flatting or begin driving a car.

Signed: _____ Dated: _____
(Student)

WAINUIOMATA HIGH SCHOOL

Indemnity Document for Students living with a Designated Caregiver (Not Homestay Family)

I/We designated _____
(Name of Designated Caregiver)

to provide accommodation for my/our son/daughter, to attend Wainuiomata High School as an international student from _____ to _____, subject to the approval of the Education Provider prior to enrolment.

Student's name (as it appears on the passport) _____

Students preferred name _____

Print Designated Caregiver's name _____

Relationship to student _____
(Uncle, Aunt, Grandparents, close family friend)

Designated Caregivers Address _____

Phone _____ Mobile _____

Email _____

I/We understand that the education provider:

- **Will visit the home of the designated caregiver prior, or as soon as practical, to enrolment to determine that the living conditions are of an acceptable standard.**
- **Will check the visa status of the designated caregiver to ensure the visa complies with New Zealand law.**
- **Will assess whether the designated caregiver will provide a safe physical and emotional environment for the student.**
- **Will determine that the accommodation is not a boarding establishment (i.e. does not have 5 or more international students staying in the home).**
- **Will meet with the designated caregiver/s and establish communication with the caregiver.**
- **Will meet the student at least quarterly to ensure the accommodation is suitable.**
- **Will require a Police Vet to be undertaken.**

Should this arrangement change, I/We undertake to inform Wainuiomata High School immediately.

If you have a family member or family friend that you wish to stay with, you will need to fill in this form.