
Part Three: Student Health

The following information is required for the health and safety of your daughter / student. It is subject to the provision of the Privacy Act and will be kept and used in a way that protects confidentiality. This form will be retained on file for the medical information and consent for first aid / treatment. **Failure to fully disclose medical details, past or present, may result in the application to enrol becoming invalid and/or the student returning home.**

Name of Family Doctor _____ Phone _____

Does your daughter / student keep good health? Yes No

If no, please explain _____

Does she have any medical condition, past or present of which we should be aware? Yes No

If yes, please give specific details _____

What vaccinations has she had? _____

Medical problems (eg: mild, moderate, severe Asthma) _____

Type of medication required _____

Does she have any on-going medication prescribed by a doctor? Yes No

If yes, please give specific details _____

Does she have any allergy / sensitivity to any medication or other substance? Yes No

If yes, please give specific details _____

Has she been admitted to hospital / health care facility in the last 5 years? Yes No

If yes, please give specific details _____

NB: In an emergency, it is important that medical professionals are aware of all medication.

Part Four: Parent Information

Mother

Title (please circle) Mrs Ms Miss Dr

Family Name _____

First Name _____

Address _____

Occupation _____

Telephone Number _____

Mobile Number _____

Work Telephone Number _____

Email Address _____

Father

Title (please circle) Mr Dr

Family Name _____

First Name _____

Address _____

Occupation _____

Telephone Number _____

Mobile Number _____

Work Telephone Number _____

Email Address _____

Part Five: Agent Details (if being used)**Separate forms to be completed*

Name of Agency _____

Address _____

Contact Phone Number _____

Contact Person _____

Email of Agency _____

NZ Guardian Information (if you have one)

Name _____

Address in NZ _____

Telephone Number _____

Email _____

Relationship to Student _____

Part Six: Accommodation and Insurance Requirements

Choose One

Do you want: A Homestay to be arranged by Sacred Heart

 Yes No

OR to arrange your own designated caregiver?

 Yes No

OR to live with parents?

 Yes No

All students must have appropriate and current medical and travel insurance while studying in NZ. Sacred Heart can arrange Insurance through Unicare if requested at a good rate.

Choose One

Do you want Sacred Heart to arrange Medical and Travel Insurance and include cost in the fees invoice?

 Yes No

Or to arrange your own insurance and send a copy to Sacred Heart before you leave home?

 Yes No

Part Seven: Homestay Application

Every International Student is required to live with Sacred Heart approved and monitored Homestay Family unless she is living with a member of her immediate family or approved designated caregiver. The homestay fee of \$230 a week plus homestay placement fee of \$100 is payable in advance to the school to cover the entire period of the student's intended stay. If the student is away from the homestay for 1 week or more, a retainer of \$50 per week is paid to the Homestay. Two weeks notice must be given if student moves home stay.

Family Name _____

First Name _____

Nationality _____

Date of Birth _____ / _____ / _____
day month year

Religion _____

Who usually lives with you in your home country? Explain who they are and give names and ages _____

What household responsibilities do you have at home? _____

Do you have any medical problems or allergies?

 Yes No

If yes, please explain _____

Are you on any medication?

 Yes No

If yes, please explain _____

Do you object to domestic animals in your home? Yes No

If yes, please explain _____

Is there any food you cannot eat, or do you require any special foods? Yes No

If yes, please explain _____

Are there any religious observances your homestay family should know about? _____

What are your hobbies (eg: sport, musical instruments, cultural groups)? _____

Please include any requests you may have that will help us make your stay a happy one _____

This form will go to your homestay parents along with your photo and name of agency and NZ guardian.

Part Eight: Privacy Act

The information contained in this application is being collected for the purpose of assessing this application for admission to Sacred Heart Girls' College. If the application is successful, the administration of the College will retain this information as part of the student's personal file during her time of education at the College. If the application is not successful, the information will not be retained. At the completion of the student's time at the College, information will be archived for five years.

The College may be required, from time to time, to provide information to education authorities under the Education Act, 1989. This is in accordance with Section 7 (4) of the Privacy Act, 1993. The information may be given to another education institution if transferring to that school.

Part Nine: Checklist

Student _____ Entry Year Level _____

Application received on _____

With this application you must enclose:

Please tick

The completed Application for Enrolment
Parts One - Eight

Responsible Use Declaration
Part Ten

Code of Behaviour Contract
Part Twelve

Fees Contract (signed, two copies)
Part Thirteen

Non-refundable application fee: \$200.00

Acceptance of Terms and Conditions of Enrolment (signed)
Part Fourteen

Proof of student identity (certified copy of passport and any NZ student visa details)

Two recent passport sized photos

A letter from the parent / guardian supporting this application

Two character references, one from each of the following:
- Principal and/or class teacher
- Family friend and/or a relative. These should be in the original language together with a certified English translation

Copies of the student's latest school reports for all subjects in the original language together and a certified English translation

It is the responsibility of the international student, her parent / guardian to ensure that all documentation is fully understood.

Part Ten: Responsible Use Agreement

Sacred Heart Girls' College believes in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like while we are using technology in our learning.

We think a good digital citizen is someone who:

- is a confident, capable and discerning user of ICT
- will use ICT for learning as well as other activities
- will think carefully about whether the information they see online is true
- will be able to speak the language of digital technologies
- will always use ICT to communicate with others in positive ways
- understands that they may experience problems when using technology but can deal with them
- will be honest and fair in all of their actions using ICT
- will always respect people's privacy and freedom of speech online
- will help other to become a better digital citizen.

We know this is important for us all, therefore, we ask everyone, the staff, students and volunteers working at the school to agree to use the internet and other technologies in a safe and responsible way by following the rules laid out in a Responsible Use Agreement like this one.

If someone cannot agree to act responsibly, or the things that they do mean that other people are being harmed, then we might stop them from using the internet or other technology at school.

Part Eleven: Responsible Use Declaration

When using information and communications technologies (ICT) at SHGC, I will always be a good digital citizen. This means that I will:

- **be a confident, capable and discerning user of ICT**
I know what I do and do not understand about the technologies that I use. I will get help where I need it.
- **use ICT for learning as well as other activities**
I understand that technology can help me to learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is OK to do each one.
- **think carefully about whether the information I see online is true**
I know that it is easy to put information online. This means that what I see is not always right. I will always check to make sure information is real before I use it.
- **will be able to speak the language of digital technologies**
When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.
- **understand that I may experience problems when I use technology but that I will learn to deal with them**
I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.
- **always use ICT to communicate with others in positive, meaningful ways**
I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people.
- **be honest and fair in all of my actions using ICT**
I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing I will ask for help.
- **always respect people's privacy and freedom of speech online**
I understand that some information is private. I will be careful when using full names, birthdays, addresses and photos of other people and of my own. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.
- **help others to become a better digital citizen**
Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online then I will speak up rather than just watch it happen.

I have read and I understand my obligations and responsibilities outlined in this **Responsible Use Agreement**. I accept that if I do not meet my obligations and responsibilities, I may be denied access to the use of school based ICT.

Signed by Student _____

Year Level _____

Name _____

Date _____ / _____ / _____
day month year

Signed by Parent / Guardian _____

Date _____ / _____ / _____
day month year

Part Thirteen: Fees Contract

BETWEEN

SACRED HEART GIRLS' COLLEGE (hereby called "the College")

AND

_____ PARENT / GUARDIAN

FOR

_____ STUDENT

The following is the requirement of Sacred Heart Girls' College. No negotiations will be entered into once the conditions have been accepted and the **Application to Enrol** has been signed by the student and/or the parent / guardian.

- 1 The full year's fee is to be paid before the school year commences.
- 2 Fees paid from within New Zealand are to be paid directly to the school so that a receipt can be provided. If payment is being made by telegraphic transfer from outside New Zealand the fees may be deposited directly into the College's bank account ANZ Hamilton 01 0315 0329900 00.
- 3 In the case of withdrawal from an offered place prior to the student commencing the course a NZD \$600 registration and handling fee is retained and all other fees are refunded as appropriate.
- 4 When a student withdraws from a course in her first year of study, there will be no refund of fees unless there are exceptional circumstances, as deemed by Sacred Heart Girls' College.
- 5 If a student withdraws from being an International student during a course of study, other than her first year, **a complete term's notification must be given of her intention to leave**, effective from the end of the term in which notification is given. The school will refund fees for the remaining complete term(s).
- 6 **Failure to give a term's notification of withdrawal means that the next term's fees will be forfeited.** The right to waive this requirement is at the sole discretion of Sacred Heart Girls' College. Any refund of fees will exclude the cost of items provided and the fees already paid on behalf of the student.
- 7 If there is a change of immigration status of the student, a complete term's notification must be given of her intention to leave, effective from the end of the term in which notification is given. The school will refund fees for the remaining complete term(s).
- 8 On the completion of the year in which permanent residence is gained the student, **if not a Catholic, must reapply for a place. A student who ceases to be an International student (due to permanent residency, business visa etc) has no extraordinary rights for readmission.**
- 9 If the College terminates a student's tuition then the next term's fees will be retained and any remaining amount refunded excluding the cost of items provided and already paid on behalf of the student.
- 10 Any request for a refund must be made in writing, by the parent / guardian.
- 11 Students will have their **Offer of Place** reviewed at the end of each year. Students offered a place for the following year will be asked to confirm their place by payment of the following year's tuition fees. This is to be paid by mid-November on receipt of an invoice. If a student, after receiving an Offer of Place, wishes to postpone her arrival but requires the position be held for her, a retainer fee of 50% of the tuition fee will be charged per term (with a minimum of one term retainer fee). The right to waive this requirement is at the sole discretion of Sacred Heart Girls' College.

The fee for a student enrolling at the College is NZD \$14,000.00.

This includes: Tuition Fees, Postage of reports and newsletters, College Attendance Dues, ESOL classes within school hours, Activity Fee, School Magazine, Special Character Levy, Student Handbook, Curriculum Resource Levy, School and Emergency ID Cards.

Stationery, exam fees, sports fees, field trip fees and specific costs for subjects are included in the \$500 contingency fee to be paid at time of enrolment. Compulsory travel / medical insurance must also be sort and paid. Uniform is not included in the fees. The fees do not include commission payments of any type. It is the responsibility of the parent / guardian to ensure that the information in this document is fully understood.

I accept the conditions and fees as set by the Board of Trustees of Sacred Heart Girls' College.

Signed by Principal _____

Date _____ / _____ / _____
day month year

Signed by Parent / Guardian _____

Date _____ / _____ / _____
day month year

