# **Application for Enrolment**



## **Part One: Student Information**

Tick the level for which you are applying Year 9 Year	Year 11 Year 12 Year 13
Entry to NZ Date / / / / / / / / / / / / / / / / / / /	Start College Date / / / / day month year
Family Name	
Official First Name	English First Name
Second Name	
Student's Email Address	
Country of Birth	
First Language	Ethnicity
Date of Birth / / / year	Passport Number
Visa Number	Visa Expiry Date
Part Two: Student Profile	
Have you applied for Sacred Heart Girls' College before?	Yes No
If yes, when?	
Have you studied in a NZ school before?	Yes No
If yes, which school was it and when?	
Have you ever been declined enrolment at any school?	Yes No
If yes, what school was it, when and why were you declined?	
How long have you studied English?/	Are you confident speaking English? Yes No
Have you undertaken formal English testing?	Yes No
If yes, give details	
What is your main reason for attending school in NZ? University Ent	rance English Language Development Cultural Experience
Other (state what)	
What further study / training do you want to do after you have sat your fi	nal exams at Secondary School?
Institute of Technology Yes No University Yes	
If yes, where?	
What is your intended career (eg: business, doctor, etc)?	
Why do you want to come to Sacred Heart Girls' College?	
State any connection with Sacred Heart Girls' College	
Are you, your daughter or one of their grandparents a Catholic?	Yes No

## To be completed by the student in her own handwriting and without assistance

Which subjects are you studying this year?						
What are your academic strengths and achievements?						
What are your sporting strengths and achievements?						
What are your cultural interests and achievements?						
What are your hobbies, clubs and community involvement?						
What subject choices would you like at Sacred Heart?						
Is there any other information we should know to enable us to properly  If yes, give details				_		
Write approximately 100 words about your family, home and lifestyle i	n your own coi	untry				
Name	Date		/		/	
in BLOCK LETTERS	Date	day		month		year

#### 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.

	Phone			
Does your daughter / student keep good health?  If no, please explain	Yes No			
Does she have any medical condition, past or present of which we should lifyes, please give specific details		Yes No		
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?  If yes, please give specific details	Yes No			
Does she have any allergy / sensitivity to any medication or other substated and substated the substated and substated the substated and subst		Yes No		
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 or all medication.			
Part Four: Parent Information				
M. II				
Mother	Father			
Title (please circle) Mrs Ms Miss Dr	Father Title (please circle) Mr Dr			
Title (please circle) Mrs Ms Miss Dr	Title (please circle) Mr Dr			
Title (please circle) Mrs Ms Miss Dr  Family Name	Title (please circle) Mr Dr Family Name			
Title (please circle) Mrs Ms Miss Dr  Family Name  First Name	Title (please circle) Mr Dr  Family Name  First Name			
Title (please circle) Mrs Ms Miss Dr  Family Name  First Name	Title (please circle) Mr Dr  Family Name  First Name			
Title (please circle) Mrs Ms Miss Dr  Family Name  First Name  Address	Title (please circle) Mr Dr  Family Name  First Name  Address			
Title (please circle) Mrs Ms Miss Dr  Family Name  First Name  Address  Occupation	Title (please circle) Mr Dr  Family Name  First Name  Address  Occupation			
Title (please circle) Mrs Ms Miss Dr  Family Name  First Name  Address  Occupation  Telephone Number	Title (please circle) Mr Dr  Family Name  First Name  Address  Occupation  Telephone Number			
Title (please circle) Mrs Ms Miss Dr  Family Name  First Name  Address  Occupation  Telephone Number  Mobile Number	Title (please circle) Mr Dr  Family Name  First Name  Address  Occupation  Telephone Number  Mobile Number			

Part Five: Agent Details (if being used)  *Separate forms to be completed	NZ Guardian Information (if you have one)
Name of Agency	Name
Address	
Contact Phone Number	
Contact Person	Email
Email of Agency	Relationship to Student
Part Six: Accommodation and Insurance Requ	uirements
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 tr through Unicare if requested at a good rate.	ravel insurance while studying in NZ. Sacred Heart can arrange Insurance
Choose One	
Do you want Sacred Heart to arrange Medical and Travel In	surance and include cost in the fees invoice? Yes No
Or to arrange your own insurance and send a copy to Sacre	ed Heart before you leave home?
Part Seven: Homestay Application	
member of her immediate family or approved designated cares \$100 is payable in advance to the school to cover the entire pe	t approved and monitored Homestay Family unless she is living with a giver. The homestay fee of \$230 a week plus homestay placement fee of riod of the student's intended stay. If the student is away from the homestay mestay. Two weeks notice must be given if student moves home stay.
Family Name	First Name
Nationality	Date of Birth/
Religion	-
Who usually lives with you in your home country? Explain who t	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	s)?
Please include any requests you may have that will help us make your s	stay a happy one
This form will go to your homestay parents along with your photo and r	name of agency and NZ guardian.
Part Eight: Privacy Act	
The information contained in this application is being collected for the Girls' College. If the application is successful, the administration of the file during her time of education at the College. If the application is not of the student's time at the College, information will be archived for five	College will retain this information as part of the student's personal successful, the information will not be retained. At the completion
The College may be required, from time to time, to provide information in accordance with Section 7 (4) of the Privacy Act, 1993. The informati 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	Proof of student identity (certified copy of passport and any NZ student visa details)
Responsible Use Declaration	Two recent passport sized photos
Code of Behaviour Contract Part Twelve	☐ A letter from the parent / guardian supporting this application ☐ Two character references, one from each of the following:
Fees Contract (signed, two copies)	- Principal and/or class teacher
Part Thirteen	- Family friend and/or a relative. These should be in the original language together with a certified English translation
Non-refundable application fee: \$200.00  Acceptance of Terms and Conditions of Enrolment (signed) Part Fourteen	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
  - 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 Twelve: Code of Behaviour Contract

Sacred Heart Girls' College applies this Code of Behaviour to all International Students so that we may live and learn in a caring, Christian community.

Our motto, 'Age Quod Agis' means 'whatever you do, do to the best of your ability'. It is on this that we base our Code of Behaviour.

From time to time, some students may have difficulty living up to this Code. We pride ourselves on our pastoral care, and the College will always counsel a student to assist her with any problems arising at school or in the home environment.

Where students persistently misbehave, a fax / email is sent to the parent / guardian / agent informing them and warning of the likely consequences. If misbehaviour continues, a second and final warning is given. Failure to follow that warning will involve the school contacting New Zealand Immigration Service to have the visa removed. The student is then required to leave Sacred Heart Girls' College.

I agree that I will:

- promote happy and supportive relationships between myself and other students / staff
- attend school events, sports days, prize giving and camps
- participate in Special Character events eg: Sacred Heart Day, School Mass and Retreat Days
- enjoy success in academic, sport and cultural activities both in class and out of school through hard work and concentrated effort

I have read and	understood the	e Code of Be	haviour
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I agree to abide by the Code of Behaviour Contract.

Signed by Student	
Signed by Parent / Guardian	

- attend all classes
- complete relevant documents before travelling either away from Hamilton or overseas
- express my opinions and concerns honestly and appropriately with an attitude of respect
- accept the advice and guidance of my teachers and others regarding my welfare and safety.

Date		/	
	day	month	year
Date		/	/
Date	day	month	\/ear

## **Part Thirteen: Fees Contract**

ВЕ	ETWEEN					
SA	ACRED HEART GIRLS' COLLEGE (hereby called "the College")					
1A	ND	FOR				
	PARENT / GUARDIAN			STUDENT		
	ne following is the requirement of Sacred Heart Girls' College. No negot the <b>Application to Enrol</b> has been signed by the student and/or the student and s			nce the conditions	have been accepted	
2	The full year's fee is to be paid before the school year commences.  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.	8	f there is a change of im a complete term's notific to leave, effective from t notification is given. The remaining complete terr On the completion of the s gained the student, if	cation must be give he end of the term school will refund m(s). e year in which per not a Catholic, m	en of her intention in which fees for the manent residence ust reapply for a	
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		place. A student who c (due to permanent resi extraordinary rights for	dency, business v readmission.	risa etc) has no	
4	as appropriate.  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.	1	fees will be retained and any remaining amount refunded excluding the cost of items provided and already paid on of the student.  Any request for a refund must be made in writing, by the / guardian.  Students will have their Offer of Place reviewed at the eneach year. Students offered a place for the following year be asked to confirm their place by payment of the follow year's tuition fees. This is to be paid by mid-November or receipt of an invoice. If a student, after receiving an Offer Place, wishes to postpone her arrival but requires the pobe held for her, a retainer fee of 50% of the tuition fee with charged per term (with a minimum of one term retainer for the right to waive this requirement is at the sole discretic Sacred Heart Girls' College.			
<b>6</b>	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).  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.	11 :				
Th	ne fee for a student enrolling at the College is NZD \$14,000.00.					
	nis includes: Tuition Fees, Postage of reports and newsletters, College Shool Magazine, Special Character Levy, Student Handbook, Curricul					
of cc	ationery, exam fees, sports fees, field trip fees and specific costs for enrolment. Compulsory travel / medical insurance must also be sor emmission payments of any type. It is the responsibility of the parent inderstood.	t and pa	aid. Uniform is not includ	ded in the fees. The	e fees do not include	
Ιa	accept the conditions and fees as set by the Board of Trustees of Sacr	red Hea	rt Girls' College.			
Sig	gned by Principal	Date	/	month	/ year	
Sig	gned by Parent / Guardian	Date	e/	month	/ year	

### Part Fourteen: Acceptance of Terms and Conditions of Enrolment

This application is to be signed by the parent or guardian and the student. It is the responsibility of the parent / guardian to ensure these conditions are understood.

- 1 Sacred Heart Girls' College reserves the right to decline any applications for enrolment.
- 2 We agree to abide by the rules and policies of the school. The signature on the Application to Enrol indicates acceptance of the Terms and Conditions set down by the school.
- 3 Application and enrolment procedures must be complied with and Application to Enrol and Homestay Placement Fees (where required) must be paid.
- 4 Parents / students must disclose if the student has additional needs that may affect her ability to study.
- 5 I understand the school will review my daughter's level of English on arrival. The school reserves the right to require her to undertake specialist English language tuition offsite prior to starting at Sacred Heart Girls' College.
- 6 I accept the right of the school to make changes to my daughter's course if this is considered to be in her best interests.
- 7 I accept my daughter must participate in the general school programme that gives Sacred Heart Girls' College its Special Catholic Character (including retreats and school camps).
- 8 I accept that if my daughter's attendance is not sufficient to meet her chosen course requirements, the College will inform her parent / guardian and the New Zealand Immigration Department.
- 9 All students are required to abide by New Zealand laws, regulations and rules during their stay.
- 10 I agree to Sacred Heart Girls' College collecting personal information.
- 11 All international students are required to have a local Guardian. The school must be notified immediately by the Guardian if a student's living or other arrangements are to change.

- 12 Enrolled students must sign a Behaviour Contract which outlines the school rules and refers to attendance and participation requirements. Failure to meet the requirements of the school may result in the student's place being withdrawn. Immigration will be notified should this be the case.
- 13 No student may go flatting and no student may own a car.
- 14 Sacred Heart Girls' College will not be liable for any situation, accident or injury involving or affecting students. Medical / travel insurance is the responsibility of the parent / guardian. Any damage caused by students will be the responsibility of the student / parent.
- 15 I agree to Sacred Heart Girls' College making a decision, on the advice of a medical practitioner, in a medical emergency affecting my daughter. In the event of admission to hospital, consent for an operation may be signed on behalf of the parents by their appointee, Sacred Heart Girls' College.
- 16 I give permission for Panadol or other medication as prescribed to be given for minor medical needs as per school health policy.
- 17 If a student is going to travel home during the holidays, her travel must occur during the school holidays and not in term time. The Director of International Students must approve all travel arrangements at any time during the year, prior to bookings being confirmed.
- 18 Returning students must be ready to start on the first day of the term.
- 19 The requirements of the Code of Practice for the Pastoral Care of International Students apply only while the student is in New Zealand, during the time frame specified in the Offer of Place.
- 20 Sacred Heart Girls' College does not accept any responsibility for any misinformation on the part of agents or representatives retained by or on behalf of the student.

It is the responsibility of the parent and guardian to ensure they have understood these terms of acceptance prior to signing.

Signed by Signature	Date		/	
		day	month	year
Signed by Parent / Guardian	Date		/	/
		day	month	year