

Application for Enrolment



Columba College
A Tradition of Excellence

International Students

Please type clearly and return the completed form to The Principal, Columba College, Private Bag 1911, Dunedin 9054
Please ensure that all the information is complete and correct. Failure to complete the form properly may result in a delay in processing, or rejection of your application. Failure to provide correct information may result in your child's enrolment being terminated.

1. Personal details

Full Name of Student:
FIRST NAME (S) FAMILY NAME

Preferred name:

Birth Date: First Language of Student:

Home Address:

Country of Birth: Nationality of Student:

Passport's Country of Issue: Passport Number:

Intended start date: Intended end date: Applying for year level (7-11):

Father's Details

Name:

Occupation:

Home Address:

Country:

Mobile Phone:

Home Phone:

Business Phone:

E-mail Address:

Mother's Details

Name:

Occupation:

Home Address:

Country:

Mobile Phone:

Home Phone:

Business Phone:

E-mail Address:

Postal Address (for accounts and College communication if different from above):
.....

2. Agent's Details (if applicable)

Name:

Education Agency: Phone:

E-mail:

3. Contacts

Name of the emergency contact person in the student's home country:

Relationship to student: Home Phone:

Work Phone: Mobile Phone:

E-mail:

Name of New Zealand emergency contact:

Relationship to Student: Phone:

4. Health Information

Does the student have any history of previous illness that may affect their enrolment, including mental illness?

Yes / No If Yes, please provide details:

Name of home doctor: Doctor's contact number:

New Zealand children are vaccinated against the following diseases. Please tick the ones your child has been vaccinated against:

Polio	Diphtheria	Tuberculosis
Measles	Mumps	Rubella (<i>German measles</i>)
Hepatitis B	Whooping Cough	Tetanus

If your child has not been vaccinated against any of the diseases above, and the opportunity arises for your child to be vaccinated at school, do you consent to your child being vaccinated? Yes / No

Please state which diseases vaccination consent is given for:

.....

Does your child have any allergies? (e.g., food allergies like peanuts or wheat, or medical allergies like penicillin or bee stings):

Does your child carry any medication for this allergy?

Name any other medication your child requires:

Has the student previously or currently suffered from any of the following illnesses? (Please tick)

Measles	Rubella	Chickenpox	Mumps
Polio	Malaria	Tuberculosis	Rheumatic fever
Meningitis	Hepatitis A, B or C	HIV/Aids	Diphtheria
Glandular fever	Asthma	Depression	Anxiety
Eating disorder	Diabetes	ADD/ADHD	Epilepsy
Migraines	Heart condition	Back/neck problems	

Does your child have any other any special health or medical needs?

.....

Is there anything further that the school needs to be aware of that may impact the suitability of the student as an international student?

5. Insurance

Medical and travel insurance is compulsory for International students coming to New Zealand. Please provide your medical and travel insurance details:

Insurance Company: Policy type:

Policy start date: Policy end date:

OR (tick)

I have not yet taken out medical and travel insurance, but agree to do so and will provide proof of this to the College on acceptance of this application for enrolment.

OR (tick)

I would like the College to arrange medical and travel insurance on my behalf and invoice me for this together with school fees.

6. Accommodation in Dunedin

Accommodation choice (Please select one):

School hostel Homestay Designated care (relative or family friend) Live with parent

Designated carer details (if staying with relative or close family friend)

Name of caregiver: Relationship to student:

Address in New Zealand:

Home phone: Mobile phone:

Email Address:

7. Living Situation in Your Home Country

What type of home do you live in? (Apartment, House, etc)

Where is your home located? (City, Town, Countryside, etc)

How do you get to school? (Walk, Bus, Train, etc)

Do you have any brothers or sisters? Yes / No

If "Yes", please list their names and ages and indicate whether they live at home:

Name	Age	Male/Female	Living at Home
.....	M / F	Yes / No
.....	M / F	Yes / No
.....	M / F	Yes / No

8. Other Information

Have you travelled to other countries before? (Please state which ones)

Have you lived away from your family before? Yes / No If "Yes", for how long?

What is your religion?

Do you attend Church or another place of worship on a regular basis? Yes / No

If "Yes", please state which Church or place of worship:

Do you plan to return home in the term holidays? Yes / No

Is there a particular part of your culture that is very important to you that we should know about?

Are there any special items you plan to bring with you?

What is your favourite food?

Are there any foods that you cannot eat?

Do you have any special dietary requirements? Yes / No If "Yes", please specify (e.g., vegetarian, don't eat chicken or pork, etc)

9. Study Information

Parents to complete

Please attach your child's most recent school reports and/or a school transcript

Reports and/or school transcript attached (please tick)

Please attach two references/testimonials for your child

Two references attached (please tick)

Does your child have any specific learning needs or difficulties that could affect her progress?

What is your estimate of your child's level of English? (Please choose one)

Beginner

Elementary

Pre-Intermediate

Intermediate

Upper Intermediate

Students to complete

What are your favourite subjects at school?

What do you find the most challenging about school?

What do you enjoy most about school?

What are your dreams and ambitions?

What are you hoping for or looking forward to in your New Zealand school?

What worries you about living and studying in New Zealand?

Why would you like to come to Columba College? (please tick all that apply)

To improve my English

To gain independence

To achieve academically

To achieve university entrance

Other (please specify):

What subjects are you interested in studying? (please tick all that apply)

English	History	Music	Art
Economics	Accounting	Geography	Materials Technology
Digital Technology	Science	Chemistry	Biology
Physics	Mathematics	Calculus	Statistics

What qualifications are you interested in obtaining? (please tick any that apply)

NCEA	IELTS	TOEFL	SAT
New Zealand Speech Board exams	Other (please specify):		

What are your plans for university after completing high school? (please tick any that apply)

University in your own country	University in New Zealand
University in Australia	University in the United Kingdom
University in Canada	University in Europe
Other (please specify):	

10. Activities and Sports

Do you sing or play any musical instruments? (Please state how long you have been playing each instrument)

Sing: Yes / No If "Yes", for how long?

Instrument played: How long for?

Instrument played: How long for?

Are you in an orchestra, band or choir? Yes / No More info:

Do you have any other interests?

Do you play a sport in your home country?

No Yes (please specify the sport):

What sports would you like to play at Columba? (please tick all that apply)

Badminton	Basketball	Volleyball	Athletics
Tennis	Rowing	Netball	Football/Soccer
Water polo	Hockey	Other (please specify):	

What activities would you like to try? (please tick all that apply)

Speech and Drama	School Musical	Choir
Orchestra	Debating	Community Service
Duke of Edinburgh award	Other (please specify):	

11. Regulations Governing Enrolment

I enclose a bank draft for NZ\$125.00 made out to Columba College which I understand is a non-refundable enrolment fee.

I enclose copies of my daughter's school transcript or her most recent school reports two testimonials.

I enclose copies of my daughter's certified birth certificate or the relevant page from her passport.

- I understand that the fees for the first year are due and payable prior to the commencement date of my daughter at the College.
- I understand that the fees for the first year are non-refundable except in exceptional circumstances.
- In respect of the second and subsequent years, at least one complete term's written notice to the Principal of intention to withdraw a student from the College and/or the Boarding Establishment is required. If this is not given the fees for that term are payable.
- I understand if my daughter gains New Zealand residency during a year there will be no refund of fees for that year, but that New Zealand tuition fees will apply for each subsequent year of her attendance.
- I acknowledge that the Board of Governors of Columba College reserves the right to charge interest on overdue accounts.
- I understand that students of Columba College are not permitted to live in a flatting situation and that my daughter must live in the College's Boarding Establishment or in a College selected and approved Homestay.
- I understand that if my daughter who is a boarding student wishes to leave the boarding-house and move into a homestay situation I need to re-apply to the College before my daughter is accepted as a day girl.
- We declare that the information contained in this application is true and complete. We understand that any false or incomplete information submitted in support of this application may invalidate this application and may result in the withdrawal of an offer of enrolment. We agree that we have received sufficient information to make an informed decision about enrolment at the School.

12. Execution

Parents/Legal Guardians

By signing below, the Parents or Legal Guardians (as applicable) confirm that they have read the Agreement and agree to be bound by it in all respects:

Signature of Father:

Signature of Mother:

Signature of Legal Guardian:

Date: -----

School

By signing below, the authorised signatory of the School confirms that they are authorised to sign on behalf of the School, and confirms that the School will be bound by the Agreement in all respects:

Name: -----

Signature: -----

Date: -----

Student

By signing below, the Student confirms he/she has read and understood the Agreement and agrees to abide by the Code, School Policies and (to the extent applicable) the Agreement:

Signature: -----

Date: -----

Terms and Conditions



Columba College
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International Students

The terms and conditions appended to this application, form and govern the student's tuition at the school. By signing below, the student, the school and the parents or legal guardian agree to those terms and conditions. Please ensure the terms and conditions are read carefully.

1. For the purposes of this Agreement the following terms shall have the following meanings:

Accommodation means the residential accommodation provided to the Student pursuant to the Accommodation Agreement.

Accommodation Agreement means the agreement between the Student, the School, the Parents or Legal Guardians, which governs the Student's accommodation arrangements.

Act means the Education Act 1989.

Agreement means this Agreement including any schedules.

Application Form means the standard enrolment form which forms the cover page of Agreement.

Code means the Education (Pastoral Care of International Students) Code of Practice 2016.

Fee means fees payable by the Parents or Legal Guardians to the School as per the Fee Schedule.

Fee Schedule means the schedule of fees for Tuition, Accommodation and miscellaneous charges.

Homestay has the meaning as set out in the Code.

Parents or Legal Guardians means the parents or legal guardians referred to in the annexed Application Form.

Residential Caregiver has the meaning as set out in the Code.

School means the school referred to in the annexed Application Form.

Student means the school referred to in the annexed Application Form.

Tuition means the education of the Student at the School.

Period of Study means any period for which Fees are paid and for the purpose of this Agreement the enrolment of the Student begins on the course start date stated in the Student's offer of place and ends on the course end date stated in the Student's offer of place.

2. The School shall provide Tuition to the Student in accordance with school policies, the Code, the Act and any other applicable laws, in return for the payment of the Fee.

3. The Parents or Legal Guardians and Student agree that no changes to accommodation arrangements will be made whatsoever without the prior written agreement of the School.

4. The Parents or Legal Guardians and Student agree to comply with the immigration requirements as set out in the Immigration Act 2009, and any immigration conditions applicable to the Student's stay in New Zealand. The Parents or Legal Guardians and Student understand that the School has an obligation to report any breaches of the immigration requirements to the appropriate immigration authority.

5. The Parents or Legal Guardians and the Student agree that this Agreement is subject to an Accommodation Agreement or Designated Caregiver Agreement being entered into by all relevant parties.

6. The Fee must be paid to the School in advance of each Period of Study or as otherwise directed by the School. The Parents or Legal Guardians and the Student agree to comply with school policies regarding the payment of the Fee.

7. If Tuition is terminated by the School during a Period of Study, in accordance with the Act and the Code, any

refund of the Fee applicable to that Period of Study will be assessed in accordance with school policies.

8. The Parents or Legal Guardians and the Student, who have signed this Agreement irrevocably appoint and authorise the principal of the School (or such other person as may be appointed by the School to carry out the principal's duties) to:

(a) Receive information from any person, authority, or corporate body concerning the Student including, but not limited to, medical, educational or welfare information;

(b) 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 or Legal Guardians.

9. The Parents or Legal Guardians irrevocably authorise the principal of the School to advise the Residential Caregiver (whether or not arranged through the school) of all matters and information required to be provided to the Parents or Legal Guardians and agree to appoint the Residential Caregiver in New Zealand to receive such information in substitution for the Parents or Legal Guardians.

10. The Parents or Legal Guardians agree to provide the School with academic, medical or other information relating to the wellbeing of the Student as may be requested from time to time by the School. If the Parents or Legal Guardians provide misleading information or fail to disclose information about the Student to the School, such that the School has to change or modify the level of Tuition or Accommodation required by the Student, the School may charge the Parent or Legal Guardians such fees as required to adequately compensate for such additional requirements.

11. The Parents or Legal Guardians agree that it is a condition of enrolment that the Student has current and comprehensive travel and medical insurance. If requested, the Parents or Legal Guardians will provide the School with evidence of the relevant insurance policy.

12. The School shall at all times comply with the Health and Safety at Work Act 2015.

13. Nothing in this Agreement limits any rights that the Parents, Legal Guardians or Student may have under the Consumer Guarantees Act 1993.

14. It is acknowledged that provisions in the Act relating

to the suspension, expulsion or exclusion of students will apply to the Student while in New Zealand. Any decision to expel or exclude the Student shall terminate this Agreement and the School's refund policy will apply.

15. The Student will comply at all times with school policies, the Code and the Act, and the Parents or Legal Guardians shall work with the School to ensure such compliance.

16. No party to this Agreement 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.

17. This Agreement shall be construed and take effect in accordance with the non-exclusive laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this Agreement the Parents or Legal Guardians irrevocably:

(a) Submit to the non-exclusive jurisdiction of the Courts of New Zealand; and

(b) Agree that proceedings may be brought before any Court including any forum constituted under the Arbitration Act 1908 within New Zealand, and waive any objection to proceedings in any such Court or forum on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

18. Notices given under this Agreement must be in writing and given to the addresses set out in the Application Form. Those notices sent by post will be deemed to have been received ten (10) days after posting. The Parties also agree that email correspondence is a suitable means of communication and emails will be deemed to have been received when acknowledged by the party or by return email.

19. 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 School in consultation with the Student, and Parents or Legal Guardians, except where such change is required by New Zealand legislation or the Code. This Agreement shall continue in force during the Year of Study with the School.

20. The Parents or Legal Guardians and Student acknowledge that:

(a) The School may obtain at any time from any person or entity any information it requires to process and/or accept the Student for admission to the School or to perform or complete any of the other purposes under this Agreement. The Parents or Legal Guardians and the Student authorise any such person to release to the School any personal information that person holds concerning the Student and/or Parents or Legal Guardians.

(b) If the Student and/or Parents or Legal Guardians fail to provide any information requested in relation to the Student's admission to the School, the School may be unable to process the Student's application.

(c) This Agreement is conditional at all times on the Student having accommodation in New Zealand which complies with the Code. If this condition is unable to remain fulfilled, then this agreement will be at an end.

(d) Personal information of the Student and/or Parents or Legal Guardians collected or held by the School is provided and may be held, used and disclosed to enable the School to process the Student's eligibility to receive Tuition at the School and Accommodation.

(e) All personal information provided to the School is collected and will be held by the School.

(f) The Student and Parents or Legal Guardians have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the School concerning them.

(g) Under the Privacy Act 1993, any information collected may be provided to education authorities.

(h) Information relating to the education, health, welfare or safety of the Student, may be released to relevant parties outside the School, at the discretion of the School.

21. Photographs and videos of the Student may be used for the Student's records and in any publicity material for the School.

22. The School's responsibility for the Student ends on the last day of the Period of Study, or in the event that the Student's Tuition is terminated, on the date of termination.

23. The conditions in this Agreement apply for the whole time the Student is enrolled at the School during

a Period of Study. The Agreement may be renewed on application to the School in writing. Renewal of this Agreement is at the sole and absolute discretion of the School and is subject to satisfactory performance and attendance by the Student, the issue of an offer of place for a further Period of Study and the payment of Fees.

24. Without limiting any obligations set out in school policies, the Parents or Legal Guardians and Student agree that the Student:

(a) Must comply with school policies;

(b) Must comply with all terms of the Accommodation Agreement; and

(c) Must maintain an up-to-date visa as stipulated by Immigration New Zealand.

25. The parties acknowledge that prior to signing this Agreement, they have had the opportunity to seek independent legal advice in respect of its content and effect.

26. This Agreement may be executed in one or more counterparts, each of which when so executed and all of which together shall constitute one and the same Agreement. Delivery of executed counterparts may be delivered by email or facsimile transmission.

27. The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the School Policies.

