

# Application for Enrolment



Please print clearly and return the completed form to The Principal, Columba College, Private Bag 1911, Dunedin 9054 or scan the completed form to enrol@columbacollege.school.nz

## Student's Details

I wish to enrol my daughter/son as a student at Columba College beginning in Term ..... Year .....  
in ..... as a day student/full boarder (circle as appropriate)  
Year Level

Full Name Of Student .....  
First Name(s) Surname

Date of Birth ..... Religious Affiliation .....

Home Address.....

Country of Birth ..... Nationality of Student .....

Ethnicity of Student (Please Tick)  New Zealand European  New Zealand Māori (Iwi).....

New Zealand Chinese  Pacific Islander (Ethnic group).....  Asian (Ethnic group) .....

Other (Please state).....

First Language  English  Other (Please state).....

Was the student born in New Zealand?  Yes  No

If "Yes", please attach a copy of the student's birth certificate.

If "No", please confirm immigration status (New Zealand Residency, New Zealand Citizenship, Work Permit).

Relevant documentation must be supplied with this application to confirm immigration status (eg. photocopy of passport).

## Current School (or pre-school)

..... Dates .....

Present Year Level (Prior to application).....

## Previous Schools Attended (Pre-school in the case of a new entrant) if applicable

Name ..... Dates .....

## Siblings

Name ..... School .....

Name ..... School .....

## Applicant's Interests or Strengths (academic, awards, sports, cultural/arts, hobbies, languages)

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## Parents / Guardians

Father / Stepfather / Guardian

(Circle as appropriate)

Title: Mr / Dr / Prof. / Rev'd .....

Surname .....

First Name(s) .....

(Underline name used)

Home Address .....

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Telephone .....(H)

Mobile .....

Telephone .....(W)

Occupation .....

E-mail .....

Mother / Stepmother / Guardian

(Circle as appropriate)

Title: Mrs / Ms / Miss / Dr / Prof. / Rev'd .....

Surname .....

First Name(s) .....

(Underline name used)

Home Address .....

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Telephone .....(H)

Mobile .....

Telephone .....(W)

Occupation .....

E-mail .....

Name(s) and address(es) for college communications .....

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Please provide any information relating to the caregiver situation eg. Custody order, trespass order, parenting order etc. Please upload these documents or bring them to the school office.

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### Family Connection with Columba College

If mother or father is a former student of the College please supply the following information:

Name (Maiden) .....Years at College .....

Names of sisters or brothers who are students or former students at the school:

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Other family connection with Columba College

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Previous House affiliation (Please circle) Braemar, Girton, Iona or Solway

**Special Character** (used to help determine preference – Christian Affinity/Religious Association/Philosophical Sympathy to Columba College) Columba College is a special character school. When deciding on preference a student’s association with the Presbyterian Church of Aotearoa New Zealand is considered. Please note that students from other denominations and faiths are also accepted.

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Baptised Yes/No

**Personal References** ( Written confidential references can be sent directly to the College or attached to this application)

1. Name .....  
Address.....  
Telephone.....Occupation.....  
Connection with Family/Student .....

2. Name .....  
Address .....  
Telephone.....Occupation.....  
Connection with Family/Student .....

**Health** Are there any matters of general health about which the College should know? Are you aware of any diagnosed or suspected social, emotional or intellectual difficulties or special medical or learning needs which may impact on the students ability to take full advantage of the programmes offered by the College? (Please note failure to disclose relevant information may put your child at risk or jeopardise your daughter’s place in the boarding house)

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Allowed Ibuprofen      Yes/No                      Allowed Paracetamol                      Yes/No

**Previous Serious Disciplinary Consequences** Please state clearly the type of serious consequence (stand-down, suspension, exclusion, expulsion and the date incurred).

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I/We agree if my child is involved in a serious disciplinary problem, including the use of illegal substances and/or alcohol, or actions that threaten the safety of others, he/she will be sent home at my expense.

**Agree/Disagree (please circle one answer)**

**Learning Support** Please record any learner support requests you would like to make

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**Parents Involvement in School and other Community Activities**

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**EOTC**

I/We agree to my child taking part in EOTC events and acknowledge the need for them to behave responsibly. I/We understand that there are risks associated with involvement in school EOTC events and that these risks cannot be completely eliminated. I/We understand, to the best of its ability, that the School will identify any foreseeable risks or hazards and implement correct management procedures to eliminate, isolate, or minimise those hazards. I/We understand that my child has been involved in the development of appropriate safety procedures. I/We will do my best to ensure that my child and I follow these procedures. In order to gain a better understanding of the risks involved I/we understand I am able to ask any question of the school about the activities in which my child will be involved. I/We recognise that participation in such activities is voluntary and not mandatory. My child and I/we both understand that s/he may withdraw from the activity if they feel at risk. This must be done in consultation with the person in charge. I/We understand that the school does not accept responsibility for loss or damage to

personal property (either my child's property or damage to other's property caused by my child) and that it is my responsibility to check my own insurance policy. I/We understand that the school reserves the right to withdraw a student from an activity if the school believes my student or other students are at risk.

Agree/Disagree (please circle one answer)

## Medical Consent

I/We agree in an emergency the school may act on my behalf and administer pain relief. I/We agree that if prescribed medication needs to be administered, a designated adult will be assigned to do this. I/We will ensure that prescribed medication is clearly labelled, securely fastened and handed to the designated adult with instructions on its administration. I/We will inform the school as soon as possible of any changes in the medical or other circumstances. I/We agree to my child receiving any emergency medical, dental, or surgical treatment, including anaesthetic or blood transfusion, as considered by the medical authorities present. I/We agree that any medical costs not covered by ACC or a community service card will be paid by me

Agree/Disagree (please circle one answer)

## Media Consent

I/We give the college and its employees, representatives and authorised media organisation permission to print, photograph and record the student during official school activities for use in audio, video, film and any other electronic digital printed media for purposes associated with Columba College.

Agree/Disagree (please circle one answer)

## Agreement Relating to Enrolment

I understand that on enrolment at Columba College I will agree:

- To give at least one year's written notice to the Board of Governors of my intention to withdraw the student from the boarding house, if the student is withdrawn without such notice, to pay the College one full year's boarding fee, in lieu of the agreed notice. The Board of Governors may consider extenuating circumstances.
- That if the student is a boarder and wishes to leave the boarding house and move into a homestay situation I need to re-apply to the College before she is accepted as a day student.
- To give at least one complete term's written notice to the Principal of my intention to withdraw the student from the day school. Withdrawals which occur during a term will be expected to pay a portion of the attendance dues which represent the time spent at school.
- That Columba College operates on the basis of an annual voluntary contribution and we wish to be part of that voluntary giving and confirm that we will pay the annual voluntary contribution monthly.
- That it is a condition of the enrolment and attendance of the student at the College that I will pay Attendance Dues to the Board of Governors at such rates and subject to such conditions as may be approved by the Ministry of Education, and, if the student is enrolled as a boarder, that I will pay the boarding fees set by the Board of Governors.
- To pay interest on any overdue accounts at such rate as may from time to time be notified to me by the Board of Governors. Payment of accounts is due on the 20<sup>th</sup> day of the month following the date of invoice.
- That if an account is unpaid and requires debt collection action, all costs relating to that action, including actual solicitor and client costs, will be passed on to me and will be payable on demand. The College may pass on to its appointed agent, for the purposes of debt recovery, any information the College may hold regarding me or my dealings with the College.
- That the student is required to abide at all times by the rules and regulations of the College, as set out in the Student Handbook and Boarders Handbook.
- That relevant information may be obtained by Columba College from schools previously attended by the student.
- To the best of my knowledge this information is true and correct.

Signature of Father .....

Signature of Mother .....

Signature of Legal Guardian .....  
(if applicable)

Date of Application.....

### Application for Enrolment Checklist:

- Completed application form
- Copy of student's birth certificate
- Copy of most recent school report (not required for new entrant applications)
- Personal statement from parents /caregivers supporting the application
- Two written references (either attached here or sent directly to the College)
- Copy of immigration status documentation (if relevant)