

## APPLICATION FORM FOR INTERNATIONAL STUDENTS

Surname of Student: \_\_\_\_\_ Christian Names: \_\_\_\_\_  
(Family Name) (Personal Names)

English (chosen) Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Current Age: \_\_\_\_\_

New Zealand Address: \_\_\_\_\_

NZ Home Phone: \_\_\_\_\_ Student/Home Email: \_\_\_\_\_

Gender: Male / Female Religion/Church Currently Attending: \_\_\_\_\_

Date First Started Schooling (in home country): \_\_\_\_\_ Country of citizenship: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Current School/Language School: \_\_\_\_\_

Present Class Level: \_\_\_\_\_ Proposed Date of Entry to Elim Christian College: \_\_\_\_\_

Campus: \_\_\_\_\_ Proposed Class Level: \_\_\_\_\_

### CAREGIVER(S) (in New Zealand)

Name(s): \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
(Parents, Homestays, Aunt, etc)

Address (if different from student): \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Business/Address: \_\_\_\_\_

Phone (Business): \_\_\_\_\_ (Mobile): \_\_\_\_\_

**Please note: Caregivers must comply with all aspects of: *The Education (Pastoral Care of International Students) Code of Practice 2016***

### AGENT:

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Address (if different from student): \_\_\_\_\_ Phone (Hm): \_\_\_\_\_

Business/Address: \_\_\_\_\_ Phone (Bus): \_\_\_\_\_ (Mob): \_\_\_\_\_

### MOTHER (If overseas)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Email or fax: \_\_\_\_\_

Business/Address: \_\_\_\_\_ Phone (Business): \_\_\_\_\_

### FATHER (If overseas)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Email or fax: \_\_\_\_\_

Business/Address: \_\_\_\_\_ Phone (Business): \_\_\_\_\_

## English Ability

English Examination results (attach copies of certificates for any public English tests attempted):

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Subjects studied at previous school (indicate which subjects taught in English)

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English speaking ability: Beginner / Elementary / Intermediate / Advanced (circle one)

Number of years studying English: \_\_\_\_\_ years/months (overseas) \_\_\_\_\_ years/months (in NZ)

## Please comment on the following questions:

1. Does this student have any learning disabilities or behavioural difficulties that could affect their performance/ attainment at school?

**Please Note: If special needs, behavioural issues or illnesses are not disclosed, the parents will be responsible for any costs incurred.**

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## Student Health and Safety

List any medical problems or allergies: \_\_\_\_\_

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Please tick the appropriate box if you suffer from or have suffered from any of the following medical conditions:

- Asthma    Back/Neck problems    Glandular Fever    Allergy to bee/wasp stings    Migraines  
 HIV or Aids    Diabetes    Hepatitis A, B or C    Epilepsy    Heart Condition    Tuberculosis  
 ADD or ADHD    Allergies    Food Allergies    Eating Disorder    Depression/Anxiety  
 Other (please provide details)
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Are you currently on any medication?  Yes    No   If 'Yes' please provide details \_\_\_\_\_

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**Please note: If you suffer from conditions requiring medication, it is advisable to bring your own medication to NZ. You will be required to notify the school regarding any medications that you bring with you.**

Name of doctor (in home country): \_\_\_\_\_

Phone number of doctor (in home country) \_\_\_\_\_

Is there anything further that the school needs to be aware of that may impact the student's enrolment at the school?  Yes    No   If 'Yes' please provide details \_\_\_\_\_

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## Insurance Details:

Do you wish to purchase insurance through the school?  Yes  No

If you are providing your own insurance, please provide an English copy of the policy details with this application form.

## HOMESTAY PLACEMENT AT ELIM CHRISTIAN COLLEGE

Please indicate your accommodation requirements:

Homestay – please arrange  I will stay with a friend or family member approved by my parents

### Conditions of Homestay Placement:

1. Under the homestay programme, students are guaranteed first placement only with a host family.
2. Subsequent placements are at the discretion of the homestay provider and subject to students' willingness, to fit in with the lifestyle of a host family.
3. Students who are unable to settle or behave in an acceptable manner in a homestay situation may be asked to leave the programme at two weeks' notice. Those students will also forfeit their place at Elim Christian College.
4. Fees must be paid in advance in a minimum of ten-week instalments.
5. Students who fall into arrears with payments will have their placement terminated at two weeks' notice.
6. Money paid to host families covers meals and laundry. Students are responsible for travel costs to and from school, personal items (e.g. Toiletries) and telephone bills.
7. Time away from host families will be calculated as follows:
  - Up to fourteen consecutive days – no reduction; for any additional days, the homestay fee will be paid to the homestay, less \$20.00 for each day away.
  - **Christmas Break:** It is expected that all students will vacate their homestay and return to their home country over the Christmas break, however if they wish to leave their belongings in the home, there will be a cost involved which will be negotiated by the school homestay coordinator and the family.
8. Students are required to be fully insured and no responsibility will be taken for personal injury or loss or damage of any kind. The school can arrange to purchase an Insurance Policy for the student if required.
9. Cancellation fees equivalent to two weeks' homestay payment will be deducted from students who leave early or who are excluded from the programme for behavioural reasons.

I have read and accept the homestay conditions.

Signature of Student: \_\_\_\_\_ Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

## ENROLMENT CONDITIONS and TUITION AGREEMENT

I/we understand that an offer of place to Elim Christian College is dependent on meeting enrolment criteria, space available and a satisfactory interview with the Enrolment Committee, or if student still in country of origin – college approval of academic and behaviour records.

Elim Christian College accepts students from overseas on the following conditions:

- 1) Students will abide by the regulations and expectations of the College. These regulations exist to preserve the safety, well-being and reputation of the student and the College community.
- 2) Students taking a place in a course will involve the school in committing financial and staffing resources and consequently tuition fees must be paid in advance. Students withdrawing from a course will incur tuition and administration costs as per our refund policy. Additional fees are payable for some courses. These must be paid at the time of entry into those courses.
- 3) International Students who attain permanent residency and or a work visa during their course of study at Elim Christian College will be required to vacate their International Place and reapply to the college as a domestic student. They will be accepted only in accordance with the Enrolment Criteria for NZ Resident applicants.
- 4) Students must have comprehensive medical and travel insurance, valid for their entire stay.
- 5) The college guarantees an initial placement only, subject to continuing good behaviour. Students, who are unable to be placed in a homestay for behavioural reasons, forfeit their place at the college, and clause 2 will apply.
- 6) A student who fails to comply with these conditions will be issued a written warning in the first instance. Thereafter normal College discipline procedures apply, including the possibility of permanent suspension in which case clause 2 will apply.
- 7) Elim Christian College will take every care to ensure that the students stay in New Zealand is a happy and successful one but neither the school nor its agent can be held responsible for any injury damage or loss incurred during this time, the student's personal insurance should cover this.
- 8) All parties to this application agree that only New Zealand law will apply to the contract proposed by this application.

I have read and accept the conditions of enrolment, and received a copy of the school refund policy.

Signature of Student: \_\_\_\_\_ Signature of Parent: \_\_\_\_\_ Date \_\_\_\_\_

**Please Note:**

- Student visas are issued subject to regular and satisfactory attendance. The college will contact the New Zealand Immigration Department if these conditions are not met.
- The college has a contract with the student, through their agent/guardian who represents parents. The college has no contract with other parties, regarding the student's attendance here.
- Reports not in English must be accompanied by verified English translation at the time of application. A passport sized photograph must be included. Originals of these must be verified at the time of application. Copies of all correspondence relevant to the student's progress at school will be sent to the agent/guardian, whose responsibility it is to forward such information to parents.
- As some subject classes fill rapidly, it is important that students apply in plenty of time to ensure the best selection of subjects. Late enrolments may find the range of subjects with places available is restricted.

Elim Christian College has agreed to observe and be bound by The Education (Pastoral Care of International Students) Code of Practice 2016 published by the Minister of Education. Copies of the Code are available on request from this institution or from NZQA website:

<http://www.nzqa.govt.nz/providers-partners/education-code-of-practice>

**ELIGIBILITY FOR HEALTH SERVICES:** Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on publicly funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>.

**ACCIDENT INSURANCE:** The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>.

**MEDICAL AND TRAVEL INSURANCE:** International students must have appropriate and current medical and travel insurance while studying in New Zealand. (Can be purchased through the school )

**IMMIGRATION:** "Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>

**Complaints Procedure:** We aim to provide a school of excellence and endeavour to deal with issues which can sometimes arise in a positive way. If parents/caregivers wish to make a formal complaint to the school, please write in the first instance to the Principal. If further action is required, parents/caregivers may wish to write to the Chairperson of the Board of Trustees.

If the complaint is not resolved via the internal process, you may contact the New Zealand Qualifications Authority (NZQA), who will process the complaint. The complaints form can be downloaded at:

<http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/formal-complaint-form.pdf>

Completed complaint forms, along with supporting evidence, can be sent to: The Complaints Officer New Zealand Qualifications Authority PO Box 160 Wellington 6140 or email or scan the completed form along with scans of any supporting evidence to [schoolcode.enquiries@nzqa.govt.nz](mailto:schoolcode.enquiries@nzqa.govt.nz)

Should a contractual or financial dispute arise between an international student and a school, NZQA will refer it to the Dispute Resolution Scheme operator, FairWay Resolution Limited, who have been appointed to this role by the Ministry of Education. Information about the dispute resolution scheme operator can be found at their website: <http://www.fairwayresolution.com/istudentcomplaints>.

**Pursuant to the Privacy Act 1993** the following is brought to your attention:

- (a) This application form collects personal information about you and your child.
- (b) The information is collected in relation to the education services Elim Christian College provides.
- (c) This information may be passed to Government Agencies in statistical form as required by the Education Act 1993 and other statutory requirements.
- (d) You have rights of access to and correction of the information subject to the provision of the Privacy Act 1993.

**Signature of school representative** \_\_\_\_\_ **Position** \_\_\_\_\_

**Date** \_\_\_\_\_

**WE ENCLOSE:**

Copy of front page of Passport	( )	No. _____
Copy of Medical Insurance	( )	
Copy of current NZ Visa**	( )	Expiry Date: _____
Copies of Academic Reports in English	( )	