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International Student Application Form and Enrolment Agreement

1 General Information

Year of proposed entry into Sacred Heart College: 20..... Term: 1 / 2 / 3 / 4 (please circle one)

- Year 7 (Age 11-12) Year 8 (Age 12-13)
 Year 9 (Age 13-14) Year 10 (Age 14-15)
 Year 11 (Age 15-16) Year 12 (Age 16-17) Year 13 (Age 17-18)

2 Student Information

Family (Surname) Name:

Christian (First) Name:

Preferred Name:

Nationality:

Date of Birth: Passport No:

First Language:

Student Email:

3 Family Information

Mother's Full Name:

Home Address:

Work Phone No: Mobile Phone No:

Email:

Occupation:

Father's Full Name:

Home Address:

Work Phone No: Mobile Phone No:

Email:

Occupation:

Do the student's parents speak or read English? Yes No

4 Religion

Sacred Heart College is a Catholic, Marist and Champagnat school and welcomes International Students of all faiths who come ready to respect and participate in its Special Character.

Your religion:

If Catholic, your Parish:

Date of First Communion: Date of Confirmation:



5 Student Educational Information

Name of last school attended:

Country:

Year level: Length of time at last school:

Subjects studied in final year at last school:

.....

Favourite subjects:

English-speaking ability (*please tick one*): Elementary Pre-Intermediate Intermediate Advanced

Sports interests:

.....

Music interests:

Planned future course of study at tertiary level:

.....

Planned future career:

.....

6 Special Learning Requirements

Any learning or behavioural difficulties which enable us to better meet the needs of individual students must be disclosed with this application:

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.....

.....

Does your son currently receive any special learning assistance? Yes No

If Yes, please indicate and supply current reports that relate to learning and behavioural difficulties:

.....

.....

.....

7 Insurance

Travel insurance is compulsory for International Students in New Zealand.

Please tick **one** of the following options only:

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

If you have selected this option, please provide the following information to assist us in issuing a policy:

1. Do you have a pre-existing condition? Yes No

2. If yes, do you wish to apply for assessment for cover for the pre-existing condition? Yes No

3. Do you wish to specify individual high value items
(more than \$2500 for electronics or \$2000 for other items) for cover
at a higher premium rate? Yes No

I have not yet taken out travel insurance, but agree to do so and will provide proof of this to the school prior to first attendance. I understand my policy must be comprehensive and meet the standard of cover set by the College.

I already have travel insurance and have included a copy of the policy certificate with this application. I confirm my policy is comprehensive and meets the standard of cover set by the College.

8 Accommodation in New Zealand

Please tick **one** of the following options only:

- Hostel I wish to apply for the Sacred Heart College Hostel.
*Please complete 9A and **Contract Form for Admission to Boarding**.*
- Homestay I require Sacred Heart College to help arrange a homestay.
*Please complete the **Homestay Application and Contract Form**.*
- OR: Homestay will be arranged by my agent/guardian.
- Relatives I will be staying with relatives/family friends. *Please complete 9B.*
- Parent I will be staying with one or both of my parents at the following New Zealand address:

.....
.....

9 New Zealand Contact Person (Guardian) Details

9A *If you are applying for a place in the Hostel, please complete this section.*

International Students who are accepted into the Sacred Heart College Hostel, regardless of their age at the time of enrolment, MUST have a New Zealand contact person acting as a guardian (not legal guardian). This is the person who is resident in New Zealand and provides support for the student while here. For International Students who live with homestay families, this is optional, but the College strongly suggests that you have a guardian in New Zealand to support you.

Please tick **one** of the following options only:

- I would like Sacred Heart College to help arrange a New Zealand Contact Person acting as my son's guardian. I understand that I will be charged a guardianship fee.
- I have already arranged for a New Zealand Contact Person acting as my son's guardian, their details are recorded below:

Full Name:

Relationship to Student:

Home Address:

.....

Postal Address (if different from above):

.....

Home Phone No: Business Phone No:

Mobile Phone No:

Email:

9B Designated Caregiver Information

If you are intending to stay with relatives/friends, please complete this section.

A Designated Caregiver must be a close family friend or relative. The accommodation must be approved by Sacred Heart College and a copy of the Designated Caregiver's visa and passport is required. A Police check will be carried out on all persons 18 years of age and over living in the Designated Caregiver's accommodation.

Full Name:

Relationship to Student:

Address:

.....

Home Phone No: Business Phone No:

Mobile Phone No:

Email:

International Application for Admission

Statement of Designated Caregiver Arrangement:

I/We select (Name of Designated Caregiver)
to provide accommodation for my/our son to attend Sacred Heart College as an International Student from
..... to, subject to the approval of the College prior to enrolment
or on the student's arrival at the College. I/We understand that Sacred Heart College will make every endeavour to
ensure the safety and welfare of my/our son while studying at the College. Should the College have any concerns
regarding the welfare of the student, they may refer the matter to me for further action or refer the matter to the
relevant child welfare authorities in New Zealand. Should this arrangement change, I/we undertake to inform
Sacred Heart College immediately.

Print Name: Mr/Mrs

Signed: Date:
(Must be signed by the student's Father, Mother or Legal Guardian only)

10 Where did you hear about Sacred Heart College?

- | | |
|--|--|
| <input type="checkbox"/> Recommendation from an agent | <input type="checkbox"/> Website |
| <input type="checkbox"/> Recommendation from a student | <input type="checkbox"/> An advertisement in a magazine or newspaper |
| <input type="checkbox"/> An education fair | <input type="checkbox"/> Other (please specify) |

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11 Directions for Accounts, Correspondence and Reports

Accounts, Correspondence and Reports should be sent to:

Full Name:

Email Address:

Postal Address:

Send copies to:

Name:

Email Address:

Any special instructions:

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.....
.....

12 Airport Pick-up and Transfer

Do you need Sacred Heart College to arrange airport greeting and transfer to your New Zealand accommodation?

- Yes No

Arrival: Date:

Time:

Flight Information:



13 Agent Details

Agent Name:

Phone No:

Mobile Phone No:

Email:

Postal Address:

.....

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14 Parents and Student's Declaration and Authorisation

1. We declare that the information provided 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 or termination of an offer of enrolment. We accept responsibility for any costs incurred due to undisclosed health/behavioural issues.
2. I/We have read, understood and agree to the terms and conditions as outlined in the Sacred Heart College International Student Handbook for Enrolment, Policies, Guidelines and Tuition Contractual Agreement; and the current International Student Fees and Refund Policy, and by signing below we agree to be bound by it in all respects. We agree that we have received sufficient information to make an informed decision about enrolment at the College.
3. I/We confirm that we have been provided clear information by the College about the beginning and end dates of enrolment, which are published on the school website and in the International Student Fees and Refund Policy;
4. I/We fully understand the conditions for terminating the Enrolment Agreement outlined in Point 3 of Part Two in the International Student Handbook;
5. I/We are fully aware of and understand the circumstances under which the student's conduct may be in breach of the Enrolment Agreement (including conduct that occurs while the student is not under the immediate supervision or control of the College, e.g. in SHC Hostel or a homestay), which is outlined in Part Three in the International Student Handbook;
6. I/We are fully informed of and understand the type of disciplinary action that may be taken by the College against the student such as suspension, exclusion, or the termination of enrolment, which is outlined in Part Three in the International Student Handbook;
7. I/We fully understand the procedure that the College must follow when undertaking disciplinary action against the student, which is outlined in Part Three in the International Student Handbook.
8. I/we understand that in applying for enrolment to the College as an International Student on a student visa any changes to immigration status will not confer entitlement to enrolment as a domestic student, due to the application of the College's Enrolment Scheme and Preference of Enrolment as referenced in the Student Handbook and on the College Website.

Note: The International Student Handbook forms part of this Agreement.

Student's Signature: Date:

Father's Signature (Not agent or guardian): Date:

Mother's Signature (Not agent or guardian): Date:



Checklist

Your application will not be processed unless all information required is supplied.

Please ensure you have:

- Enclosed a copy of the student's Passport
- Enclosed a copy of the most recent full school report, translated into English
- Fully completed all sections of the Application Form
- Fully completed and attached the Student's Health Record including vaccination history
- Fully completed and attached the Digital Citizenship Contract
- Included a self introduction from the student and a reference, in English
- Included **COPIES** only – please do **NOT** send originals

Please send application to:

Director of International Students
Sacred Heart College
250 West Tamaki Road, Glendowie
Auckland 1071, New Zealand

Phone No: +64 9 529 3660, ext. 882
Fax No: +64 9 529 3661
Email: international@sacredheart.school.nz

www.sacredheart.school.nz

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