Wellington College Founded 1867

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INTERNATIONAL STUDENT • APPLICATION FOR ADMISSION

STUDENT'S PERSONAL DETAILS:			
Date of Application	/ /	**Date of planned start:**	/ /
Year Level student is applying for:		**Length of time enrolling for:**	
Student's Family Name:		**Student's First Name(s):**	
Date of Birth:	/ /	**Student's Email Address:**	
Address (Home Country):			
PARENT(S) DETAILS:			
Name of Father:	☐ Mr ☐ Dr ☐ Professor ☐ _____	First Name:	Surname:
Occupation of Father:			
Name of Mother:	☐ Mr ☐ Dr ☐ Professor ☐ _____	First Name:	Surname:
Occupation of Mother:			
Telephone: 00 __ __ __ __	Home:	Work:	Fax:
Parent's Email:			Mobile:
Can the student's parent(s) speak and read English?			☐ Yes ☐ No
NATIONALITY and LANGUAGE:			
Student's Nationality:		**Ethnic Group:**	
Country of Birth:		**Primary Language:**	
Time studied English:	(Y/M)	**Time in English-Speaking Country:**	(Y/M)
Student's Highest Educational Qualification			
Have you passed any International Tests in English Language?		☐ Yes ☐ No	**If yes, which Tests?**
TOEFL Score:		**IELTS Score:**	
COURSE OF STUDY: For subject information go to: www.mycoll.school.nz/about-us/academic/course-selection-information			
Current School:			
Subjects currently studying and at what level:	1.	2.	3.
	4.	5.	6.
Subjects you wish to study at WC in order of preference	1.	2.	3.
	4.	5.	6.
What do you plan to study after you finish Secondary School?			
What is your intended career (if known):			
EXTRA-CURRICULAR ACTIVITIES:			
Please give full details of the various activities to date with level of achievement gained (if appropriate):			
Sports:			
Music/Arts:			
Clubs:			

ACCOMMODATION/HOMESTAY:			
NB: A student Support and Pastoral Care Fee of $125.00 applies for a student enrolled for the full academic year or $150.00 per term for others.			
Do you require Wellington College to arrange a Homestay?		☐ Yes ☐ No	
If you already have a Homestay arranged, please provide details:	**Name:**		
	Address:		
	Telephone:		**Mobile:**
	Email Address:		
GUARDIAN/CAREGIVER: (If you already have a Guardian/Caregiver in New Zealand, please provide details)			
Name:			
Address:			
Telephone:		**Mobile:**	
Email:			
MEDICAL:			
Illnesses/Allergies:			
Medication:			
AGENT DETAILS: If this application is being processed through your Agent, please provide the following details:			
Name of Agency:			
Name of Agent/Education Counsellor:			
Address:			
Telephone:		**Fax:**	
Email:			

CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Wellington College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at http://www.minedu.govt.nz/goto/international.

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.

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 entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at http://www.moh.govt.nz.

MEDICAL AND TRAVEL INSURANCE: International students must have appropriate and current medical and travel insurance for the full duration of their student visa.

CONTRACT WITH WELLINGTON COLLEGE (Contract to be signed by the parent of the Student)

- I declare the above information is correct and my son shall be subject to all rules, regulations and expectations of the College as stated in the prospectus and enrolment information booklet.
- I accept the right of Wellington College to adjust my son's course of study if this is deemed to be in his best interests based on assessment of the student's level of English and other subjects.
- I agree to inform the College of any sickness, behavioural problems, disability or special education needs before enrolment.
- I understand that my son must meet satisfactory attendance (at least 90% attendance) and academic progress requirements.
- I have read and understand the Wellington College Refunds Policy for Full Fee Paying Students.
- I understand that my son may not own or drive a motor vehicle while he is enrolled at the College.
- I agree that my son must be placed under the direct care of the Wellington College Homestay programme or a caregiver/Homestay approved by both the parents and the College. No international students are permitted to live in flatting situations, regardless of age.
- I understand that the College requires International Students take out Health and Property Insurance (which includes fees protection) while in New Zealand.
- I understand that inappropriate behaviour in the Homestay or the community or a breach of the Homestay guidelines may be grounds for termination of enrolment.
- While use of internet facilities at the College is free any use of internet in the Homestay must be paid by the student.
- I agree where computer use in the Homestay by my son is inappropriate/excessive that the College/Homestay may remove the computer for a period of time.

Name of Parent signing this form:			
Relationship to Student:		**Signature:**	
Postal Address:			
Telephone:		**Fax:**	
Email:			
Who should Wellington College contact in case of emergency?			
Contact details if different from above:			
Telephone:		**Email:**	

FEES REFUNDS POLICY FOR INTERNATIONAL STUDENTS

This policy is based on Section 4B (7) of the Education Amendment Act (No. 4) 1991

Tuition Fees

There will be in principle no refunds after the first two weeks a student is at the College, except under exceptional circumstances and at the discretion of the Principal. If a student withdraws from the College before the completion of the year for which he has been enrolled, the student may apply to the Principal in writing clearly stating the circumstances of his withdrawal and requesting consideration of a refund.

In arriving at the decision of the amount to be refunded to the student, the Principal will take into account:

a)	the costs already incurred by the College (including the Government levy and any agent's fees)
b)	the salaries of staff already committed for the duration for the course
c)	the amount covering the use of facilities and resources to the date of withdrawal.
d)	an early withdrawal fee of NZ$500 will be deducted from any refund

No refund will be made in the event a student is excluded from school by the Board of Trustees.

APPLICATION CHECK LIST		PLEASE CHECK THE ITEMS YOU WISHED TO BE INVOICED FOR:		
☐	Application Form Completed	☐	Tuition Fees ($3750 per term)	$15,000.00
☐	Copy of Recent School Report	☐	Homestay Placement	$200.00
☐	Reference from my School	☐	Homestay Weekly Fee	$275.00
☐	Statement written by Student	☐	Uniform [balance is refunded if unused] (can also be hired)	$700.00
		☐	Health and Travel Insurance	$500.00
		☐	Year 11, 12, 13 NCEA Entry Fee	$385.00
		☐	School Expenses (workbooks, smartcard, ID) unused balance is refunded	$300.00
			Student Support and Pastoral Care (or $150.00 per term)	$500.00

HOMESTAY APPLICATION FORM

Student's Family Name		**Student's Given Name:**	

I understand that Wellington College will arrange for a comfortable single room with a family who will provide all meals and arrange for laundry to be done. All Homestays are checked and approved by Wellington College and vetted by the New Zealand Police. (Note: Homestays are visited at least twice a year by the Homestay Manager.

Cost:	Per Week: $275.00	Homestay Placement Fee $200.00

I understand that this amount must be paid IN FULL in advance. The Homestay money is held in a trust account. If your son leaves the school for any reason during the year the College will refund the unused portion of the money deposited for Homestay less any unpaid expenses incurred by the student in the Homestay and provided that two weeks notice is given. The refund must be applied for in writing, giving two weeks notice, or paying two weeks accommodation fees in lieu of notice.

If a student does not take up his Homestay for any reason there will be a full refund less half the Welfare Management fee i.e. NZ$400.

The Homestay arrangement covers the academic year (late January, or when the student arrives during the year, until late November or early December, depending on the student's programme) and includes school holidays (two weeks each in April, July and September). Any student requiring accommodation over the long summer vacation (December/January) may need to make a new arrangement, satisfactory to their parents and the College.

Students returning home during the summer break but retaining their Homestay for the following year are required to pay a $50 per week holding fee.

The weekly rate can be reduced by 50% if the student gives adequate notice (two weeks) that he will be away for seven days or more during school holiday period.

PLEASE COMPLETE THE FOLLOWING QUESTIONS:		
Food	Are you a Vegetarian?	☐ Yes ☐ No
	Is there any food you cannot eat?	☐ Yes ☐ No
	If Yes, please list:	
	Do you require any special foods?	☐ Yes ☐ No
	If Yes, please list:	
NZ Family	Do you mind living in a family with children?	☐ Yes ☐ No
	Do you mind if the family has pets?	☐ Yes ☐ No
	Do you mind living with other International Students?	☐ Yes ☐ No
Religion	What is your religion?	
	Are there any special needs associated with your religion?	☐ Yes ☐ No
	If Yes, please list:	
Health	Do you have any special needs associated with your health?	☐ Yes ☐ No
	If Yes, please list:	
Personal	What are your hobbies and interests?	
I understand the costs and conditions outlined on this form.		
Signed: (Parent/Guardian)		**Date: / /**
FOR OFFICE USE ONLY:		
☐ **Copy to Parent/Guardian**	☐ **Copy to Homestay Manager**	**Date: / /**