

Southland Girls' High School

Invercargill

New Zealand

International Student Application Form

Application Procedures for International Students

1. The international student completes this Application form and supplies details relating to recent school records and English language ability.
2. If the application is successful, you will receive an Offer of Place and an invoice for the fees payable.
3. Payment can be made by direct transfer into the school's bank account. Account details will be stated on the invoice.
4. Once the above payment is made, a Letter of Acceptance, a guarantee of accommodation and a receipt of payment will be forwarded to you.

Student Entry Criteria

- * Southland Girls' High School accepts international students from Year 7 to Year 13.
- * The School seeks to recruit students who have had some English language skills.
- * It is important that students have a genuine desire to learn and they must have a good record of attendance at their previous school.
- * Students must be willing to sign the Tuition Agreement and abide by the School's rules as they apply to international students.
- * School reports and testimonials should accompany an application to study.
- * The School reserves the right to place the student in appropriate courses based on the student's competency in English.

Expenses

Students are responsible for their own expenses including uniform, stationery and textbooks, field trips, sports and activities, excursions, taxis, insurance, personal spending and travel.

Southland Girls' High School is a signatory to the Code of Practice for the Pastoral Care of International Students, approved by the Ministry of Education, New Zealand.

Please print clearly in block capitals.

Student's Personal Details

Family Name

First Names

Name Known by

Date of Birth (dd/mm/yy) / /

Email

Nationality

Passport Number

Language spoken at home

Please list any allergies, disabilities, medical, social or learning problems which may affect performance or activities at school

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*Please do not arrange medical insurance.
Southland Girls' High School will do this for you to ensure full protection.*

Father's Information:

Father's Name
First Family

Address
.....
.....

Telephone Fax.....
Email
Emergency Contact Phone

Academic Details

Name and address of present school
.....
.....

Email

Present Grade

Enrolling for Year

Number of years studying English

A transcript or school report is included with
this application YES / NO

Subjects the student would like to study at
Southland
Girls' High School
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.....

Final class placement will be determined following assessment after the student has arrived at Southland Girls' High School.

(The school reserves the right to change the course of study of any student if it is deemed to be in the best interest of the student to do so or if students do not meet the prerequisite for the requested course. If the course of study does not commence at the start of the school year, some subjects may be full and unavailable to new students.)

How did you learn about Southland Girls' High School?
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What do you intend to do after completing study at Southland Girls' High School?
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Mother's Information:

Mother's Name
First Family

Address
.....
.....

Telephone.....Fax.....
Email
Emergency Contact Phone

Tuition fees for 2012

For two terms: NZ\$7,500.00
For one year: **NZ\$13,000.00**
Including NZ Tax (GST)

Homestay fees: \$220.00 per week
Hostel fees : \$2,200 per term
\$100 utility fee per year
plus homestay fee of \$220 per week during term holidays when hostel is closed.

Admin/Homestay Placement fee: \$300

Contingency Fund: \$500 per year

Accommodation : Two options available are:

HOMESTAY – International students live with a carefully selected New Zealand family in their home. International students benefit greatly by staying in a family homestay. Sometimes they can be placed with a family who have a daughter attending Southland Girls', but in most cases homestay accommodation is with a family who are friendly and excited about having a student from another country join their family. Students have their own bedroom in the family home. The Director of International Students carefully selects each homestay family to suit a particular student.

BOARDING – local and international students live in the school boarding house, "Enwood Hostel". During term holidays international students stay with a homestay family. Enwood

House is set in spacious grounds with well planned buildings providing comfortable accommodation and attractive facilities for study and recreation. Enwood House is within easy walking distance from the school which enables girls to involve themselves fully in all school activities.

We expect our international students to return home during our December/January summer holidays.

Please tick your preferred accommodation.

Homestay School Hostel
(Limited places are available)

Southland Girls' High School 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://minedu.govt.nz/goto/international> Translations are also available from the above site.

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>.

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.

Southland Girls' High School provides insurance at competitive rates through Unicare

www.uni-care.org

TERM DATES for 2012

Term 1 Thur 2 February to Thur 5 April
Term 2 Mon 23 April to Friday 29 June
Term 3 Mon 16 July to Fri 28 September
Term 4 Mon 15 October to Fri 14 December

TUITION AGREEMENT

Parents' Agreement

I hereby guarantee

- * that the information given in this application form is correct.
- * that I accept responsibility for paying all school fees and charges.
- * that I am responsible for any charges made by my child (for example, phone and credit card charges),
- * that my child will be encouraged to attend school regularly.
- * that my child will abide by the school rules.
- * That my child is not a Special Needs learning or physically impaired student who needs extraordinary learning assistance. (The need for English language tuition is exempt from this condition).
- * that organizing personal (eg contents or life insurance) has been arranged by myself. (The school will arrange medical insurance).
- * I have read and understood the NZ Code of Practice for the Pastoral Care of International Students.
- * I have read the Refunds Policy on School Fees and Homestay Fees as printed on the back of this page.

I understand that

- * I must disclose any learning and behavioural needs of my child, as well as medical needs.
I understand that failure to disclose relevant information or the provision of false information may result in termination of enrolment.
- * the school will make appropriate course placements only where the candidate's English ability and prior learning indicate a reasonable chance of success.
- * the school may contact the student's previous schools for background information.

- * the school will make decisions involving accommodation.
- * I am giving the school permission to include my child in any Routine health checks as necessary.
- * I am giving the school authority to provide consents for school activities, travel outside the school and medical emergency treatment where it is not reasonably practical to contact a parent.
- * **I can contact**
Mrs Poff at ++64 3 217 4480 or 027 223 2145
Mrs Browning at 027 223 2148
Either at the school at ++64 3 211 6030
- * either party may terminate this agreement after two weeks written notice. The refunds policy will then apply.
- * any disputes that may arise will be settled under New Zealand law.
- * neither party is liable to the other if any adverse event is caused by "act of God" or any other circumstances beyond reasonable control.

Privacy Act 1983: We hereby acknowledge and authorize Southland Girls' High School to collect, store, use and disclose information provided on this form (which is correct and accurate) for the purpose of enrolment, general administration of the school and general care and welfare of the student during the term of enrolment with the school and we agree to update the information as necessary.
"I have read and understood this document and the attached Refund and Fee Protection policies."

Signature of
 Parent.....
 (not Agent or other person)
 Date/...../.....

Student's Agreement

I hereby guarantee

- * I agree to abide by the school rules.
- * I agree to attend all classes regularly and be on time.
- * I agree to follow the directions of the International Director of Southland Girls' High School – who will act as my Guardian.
- * I agree to notify the School of any change of contact details or residential address for myself or my parents.

Signature of Student:

 Date/...../.....

Refunds Policy

School Fees:

- 1 An application for refund of fees should be made in writing to the Board of Trustees stating clearly the reason for withdrawal.
- 2 If your application is made before the start of your course, your fees will be refunded in full less an administration charge to cover costs incurred by the school.
- 3 For courses running for more than two terms, a refund will be paid providing notice of withdrawal is received **within 5 days of starting the course**. Such refunds will be minus administration costs incurred by the school.
- 4 There will be no refund for students who withdraw or are withdrawn for any reason **more than 5 days after the course begins** except in exceptional

circumstances –*serious illness of the student or of her close family..* In determining any refund the Principal, who will act as an agent for the Board of Trustees, will take into consideration
 **the costs to the school in providing tuition*
 **costs incurred in employing staff and providing facilities*
 **payments made to the New Zealand government*
 No refund will be made to any student who

- **transfers to another school or educational institution*
- **is asked to leave because of misbehaviour, poor attendance or violation of the contract with the school.*

- 5 Students who gain Permanent Residence status after the course has commenced will not be eligible for a refund unless prior agreement in writing was given at the time of enrolment.

Homestay Fees (Based on all homestay fees paid in advance)

If you move out of your homestay/hostel before the end of your contract the portion of your homestay fees not already used will be returned to you, less two weeks' fees.

Fees Protection Policy - Rationale

The school is required to ensure that all students' fees are protected in the event that the school is unable to continue to offer tuition to international students or in the event that a student is required to return home or is transferred to another institution.

Guidelines

All students attending Southland Girls' High School are required to take insurance cover. We deal with Unicare which guarantees under Section B Additional Expenses, Section 4 1 (d) cover for students due to 'the unforeseen insolvency, regulatory closure or withdrawal or accreditation of any education

require you to work very hard, but the qualifications are accepted all over the world.

Mrs Poff – Director of the International Programme. She is the person you see if

Please send this form to :
The Director, International Programme
Southland Girls' High School
328 Tweed Street
Invercargill 9810
NEW ZEALAND

Or fax to : +64 3 2169010

provider". This policy also provides an extensive travel and medical cover.

you have any problems at all. Mrs Poff will help you with all your questions about school fees and money. She will also help you to renew your visa when necessary. She will help you with any school or homestay problems and generally will try to make your stay at Southland Girls' High School as enjoyable as possible.



Mrs Browning – The Principal of our school. Mrs Browning knows all our international pupils by name and takes a special interest in their progress.

Mrs Melvin – Our Deputy Principal is in charge of discipline in the school. You probably will not have much to do with Mrs Melvin!

Mrs Wilson – Head of International Languages - is always available to give advice to International Students having lived overseas herself. She has a wealth of knowledge and experience.

Mrs Grant – is our ESOL teacher. Senior students work towards the IELTS exam and all other international students sit Pitmans and OSCEOL Speech Board exams each year. These examinations