

International Student Enrolment Form

This form must be accompanied by (please tick):

- One passport sized photograph;
- School Reports (in English) from schools attended in the previous 12 months
- A letter of recommendation from the Principal or English teacher of the most recent school attended
- A personal letter stating the reasons for applying to study at Cashmere High School
- A copy of your Passport including Passport number and expiry date.

It is important that you read the information, terms and conditions in the Enrolment Form, student and enrolment agreements before signing. This enrolment form and additional documents can be scanned and sent to Cashmere High School by email or fax. Alternatively, the original application, along with the copies of your documents, can be posted to:

Cashmere High School International Office 172 Rose Street Christchurch 8024 NEW ZEALAND	Telephone + 64 3 332 9129 Direct line + 64 3 337 4725 Fax + 64 3 332 9126 Email international@cashmere.school.nz Web www.cashmere.school.nz
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Student's Details (please print clearly)

Family name/Last name (as on passport):		
Given name(s) / First name(s) (as on passport):		
Preferred First name	Gender (Tick one) <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth DD / MM / YYYY
Student's email (please print clearly)	Student's telephone (Country code + Area code + Number)	
Address		
Suburb	Postcode	
City	Country	

Office use only

Acceptance : Parents Agent Guardian Date: _____ Post Original Email PDF

Confirmation: Parents Agent Guardian Date: _____ Post Original Email PDF

Passport Details

Passport Number		Country issued	
Passport expiry date DD / MM / YYYY	Nationality	Date of NZ arrival DD / MM / YYYY	

Parent's details

Father's last name	Father's first name	Speaks English: <input type="checkbox"/> Yes <input type="checkbox"/> No
Mother's last name	Mother's first name	Speaks English: <input type="checkbox"/> Yes <input type="checkbox"/> No
Address (If different from student's)		
Suburb	Postcode	
City	Country	
Email address (please print clearly)	Phone number (Country code + Area code + Number)	
Cell phone (Country code + Area code + Number)	Fax number (Country code + Area code + Number)	

Emergency contact (if we cannot contact your parents)

Last name	First name	Speaks English: <input type="checkbox"/> Yes <input type="checkbox"/> No
Relationship to student	Phone number (Country code + Area code + Number)	
Email address (please print clearly)	Cell phone (Country code + Area code + Number)	

Agent Details (complete only if you have one)

Agency name	Contact person	
Address		
Suburb	Postcode	
City	Country	
Email address (please print clearly)	Website	
Phone number (Country code + Area code + Number)	Fax number (Country code + Area code + Number)	
Cell phone (Country code + Area code + Number)		

Support person/Relative in New Zealand (complete only if you have one)

Company name	Contact person
Address	
Suburb	Postcode
City	Email address (please print clearly)
Phone number (Country code + Area code + Number)	Cell phone (Country code + Area code + Number)

Course and School details

Level of study requested <input type="checkbox"/> Year 9 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12 <input type="checkbox"/> Year 13	Start date: <input type="checkbox"/> Term 1 <input type="checkbox"/> Term 2 <input type="checkbox"/> Term 3 <input type="checkbox"/> Term 4 Year: 20____
Length of course <input type="checkbox"/> Academic year <input type="checkbox"/> Three terms <input type="checkbox"/> Two terms <input type="checkbox"/> One term <input type="checkbox"/> Other (please state):	
Have you studied at a NZ school before ? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please state name of the school)	
I wish to take the following subjects:	

Your School History Overseas

Year	Name of school	Country
Year	Name of school	Country

Sporting & Cultural

Sport	Number of years played	Level: <input type="checkbox"/> beginner <input type="checkbox"/> elementary <input type="checkbox"/> intermediate
Sport	Number of years played	Level: <input type="checkbox"/> beginner <input type="checkbox"/> elementary <input type="checkbox"/> intermediate
Musical instrument you play	Number of years played	Level: <input type="checkbox"/> beginner <input type="checkbox"/> elementary <input type="checkbox"/> intermediate
Language	Number of years studied	Level: <input type="checkbox"/> beginner <input type="checkbox"/> elementary <input type="checkbox"/> intermediate
Other	Number of years studied/played	Level: <input type="checkbox"/> beginner <input type="checkbox"/> elementary <input type="checkbox"/> intermediate

Medical details (to be completed by a parent)

Please tick the box of any medical conditions your child suffers from:			
<input type="checkbox"/> Allergies	<input type="checkbox"/> Asthma	<input type="checkbox"/> Back/Neck problems	<input type="checkbox"/> Bee sting
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Food Allergies	<input type="checkbox"/> Glandular fever
<input type="checkbox"/> Heart conditions	<input type="checkbox"/> Hepatitis A or B	<input type="checkbox"/> Migraines	<input type="checkbox"/> Rheumatic fever
<input type="checkbox"/> Other	Do you wear glasses? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Medical details (to be completed by a parent)

Please write details of any condition you have:

Is your child taking any medication?

Yes No (If yes, please list and explain)

Are there any other physical or mental health conditions or concerns that would place your child at risk? (e.g.: depression)

Yes No (If yes, please explain)

Does your child have any learning or behavioural needs? (e.g.: dyslexia)

Yes No (If yes, please explain)

Please note: If your child is on any medication, it is advisable for them to take it to NZ

Insurance



It is compulsory for International Students to have medical insurance while in New Zealand

Cashmere High School is able to purchase Unicare insurance. These policies are compliant with the NZ Code of Practice for International Students. The brochures are available at www.uni-care.org.nz

Please tick one:

- I would like Cashmere High School to arrange Insurance and add it to my invoice
- I will take out medical and travel insurance and will send Cashmere High School a copy of the policy in English before I leave my home Country

Accommodation details

A designated caregiver must be either a close friend of your parents, or a family member. This accommodation must be approved by the school before you arrive and adults over the age of 18 living in the house will be police checked (the school arranges this when they visit)

Please tick one:

- I would like Cashmere High School to arrange a homestay for me and to add it to my invoice
- I will be living with one of my parents
- I will be living with a family friend or family member

Name of Caregiver

Relationship to you:

Address

Suburb

Postcode

City

Email address (please print clearly)

Phone number (Country code + Area code + Number)

Cell phone (Country code + Area code + Number)

Refund Policy

In accordance with the Education Amendment Act (No 4) 1991, an International Student enrolled for a course of study at Cashmere High School and wishing to withdraw, is entitled to:

1. Withdraw before 7 days of course commencement
 - a) Full payment of tuition fees minus NZ\$250 enrolment fee
2. Withdraw within 7 days of course commencement
 - a) Refund of remaining fees minus administration fee of \$500.
3. Withdraw any time after 7 days of course commencement
 - a) No refund on the current term and following term fee.
 - b) A refund of remaining fees minus an administration fee of \$500 and any other costs incurred on behalf of the student e.g. agent's commission, government levy.
4. Withdraw after end of Term 2
 - a) No refund of tuition fees.
5. No refund when enrolment is withdrawn by the school
6. No refund when passport status has been changed to permanent residence

In order to be eligible for any refunds, the student must apply in writing to the Principal, stating the reasons for withdrawal from the course of study.

Grievance Procedures

Cashmere High School has established guidelines for students who have a complaint or grievance against the school. The procedure for dealing with such an issue is:

1. International students who consider that they have a concern, complaint or grievance with Cashmere High School should in the first instance discuss the concern with the Director of International Students.
2. If the matter is not resolved to the satisfaction of the student, the student or their authorized agent/representative should then take up the matter with the Principal.
3. If the matter is still not resolved satisfactorily, the student should put their concern in writing to the Board of Trustees of Cashmere High School. The board will then consider the matter and come to a decision.
4. If, at this stage, the student is still not satisfied with the outcome, the complaint should be taken to the International Education Appeal Authority (IEAA). The IEAA will receive and adjudicate on complaints received from International Students or their authorized agents/representatives concerning breaches of the Code of Practice for the Pastoral Care of International Students. Information about the IEAA is available in the International office, or by mail at:

The International Education Appeal Authority
C/- Ministry of Education
PO Box 1666
Wellington
New Zealand

Insurance and Liability

1. Cashmere High School shall not be liable for any loss or damage to property or persons however caused, except where such liability is imposed by New Zealand law.
2. Cashmere High 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.
3. Cashmere High School reserves the right to decline any student enrolment to the school, without explanation, at the discretion of the Director of International Students.
4. Prior to commencing study at the school students may be required to undergo, and make available to the school, a full medical examination by a doctor of the school's choice.
5. The parents of the student authorise the Principal of the school to provide consents that may be necessary to be given on the student's behalf in the event of a medical emergency where it is not reasonably practical to contact the parents.
6. The parents of the student authorise the Principal of the school to provide consents that may be necessary to be given on the student's behalf in respect of any activity carried out and authorised by the school.

Student's Acknowledgement

I _____ (student) have read and understood the conditions of being an International student at Cashmere High School and agree to abide by the rules of the school as set at in the Rules and Guidelines Document. I agree to abide by the accommodation rules and to do my best to fit in with the lifestyle of my homestay family. I accept that my host family and the school are responsible for me and I agree to them enforcing these rules.

Signed: _____

Date: DD / MM / YYYY

Parent's Acknowledgement

We (parents) accept authority of Cashmere High School and all the provisions as set out in the Rules and Guidelines Document and are aware that Cashmere High School will act according to the code of practice (www.minedu.govt.nz/goto/international). As a parent I grant permission for the school to take photographs of my child during school activities and that the school may use those photographs on the Cashmere High School website, international newsletters and school newsletters as well as in marketing material for the school.

Father's Name: _____

Signed: _____

Date: DD / MM / YYYY

Mother's Name: _____

Signed: _____

Date: DD / MM / YYYY

Note: Failure to disclose relevant information or the provision of false information may result in termination of enrolment.

Make sure all details on these forms are completed and signatures from the correct people are included.

Cashmere High School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at www.minedu.govt.nz