



Kerikeri High School International Department

P O Box 92, Kerikeri 0245

New Zealand

www.kerikerihigh.ac.nz

international@kerikerihigh.ac.nz

Phone: +64 9 407 0163

Fax: +64 9 407 9323

Emergency: +64 27 4070166

APPLICATION FORM FOR INTERNATIONAL STUDENTS

Print all details clearly in BLOCK LETTERS

A. STUDENT'S PERSONAL DETAILS

Family Name(s) (as in passport) _____

First Name(s) (as in passport) _____

Address: Country _____ State/Province _____ Post code _____
(for official reply)

Town _____ Street and number _____

Phone (country code) _____ (local code) _____ (number) _____

Fax (country code) _____ (local code) _____ (number) _____

Your email _____ @ _____

Date of Birth (DD/MM/YY) ____/____/____ Country of Birth _____

Gender Male/Female First language: _____

Passport Country _____ Number _____ Date of expiry _____

How long have you been learning English? _____

B. PARENTS' DETAILS

Father's family name _____

Mother's family name _____

Father's first name(s) _____

Mother's first name(s) _____

Father is living deceased

Mother is living deceased

Occupation _____

Occupation _____

Address _____
(if different from student's address)

Address _____
(if different from student's address)

Phone _____

Phone _____

Fax _____

Fax _____

Email _____

Email _____

Parents are together separated

Student is living with _____

C: ENROLMENT INFORMATION

You can check all the details about dates, subjects, optional activities and programmes on our website www.kerikerihigh.ac.nz

Start date

Term 1 Term 2 Term 3 Term 4 Year/s 201[] Length of course [] terms

List the subjects you must study for your school in your own country (if appropriate).

Your classes and level of study will be discussed and finalised when you arrive. Your level of English and prior knowledge will be taken into account.

- **Enclose a copy (in English) of your last two School Reports.**
- **Enclose a letter of recommendation (in English) from your school.**

Have you sat an International English Test?

Yes No

If yes, enclose a copy of the results

You can choose to study a full course of academic subjects including English (Tuition only) or expand your learning experience and enrol also in any of the available programmes. You can get involved with only one activity at a time, if it is an Academy (Sailing or Theatre Arts), it is for at least one semester (two consecutive terms), if it is any of the Academic Plus Programmes, you may choose to enrol for one term only and carry on or change to a different one in any other term.

Please tick ✓ the Course you are applying for. (Check our website for details)

| | |
|-----------------------------------|--------------------------|
| Academic (Tuition) only | <input type="checkbox"/> |
| Academic and Sailing Academy | <input type="checkbox"/> |
| Academic and Theatre Arts Academy | <input type="checkbox"/> |
| Academic Plus Surfing | <input type="checkbox"/> |
| Academic Plus Equestrian | <input type="checkbox"/> |
| Academic Plus Golf | <input type="checkbox"/> |

Do you require the **Meet & Greet Service** at Auckland International Airport?

Yes No

You will be met and taken to the domestic airport. Cost \$75.

How did you find out about Kerikeri High School? (Tick one or more)

Internet Agent Alumni Sibling Other _____

D: INSURANCE

All international students must have appropriate and current medical and travel insurance while studying in New Zealand. We recommend you take Uni-Care insurance which we will arrange. We can then assist if a claim needs to be made. Details are in the information sheet and on the Uni-Care website www.uni-care.org If you choose any other insurance, please enclose an English translation for approval by Kerikeri High School in accordance with the Code of Practice for the Pastoral Care of International Students.

If the policy fails to meet Code requirements, Kerikeri High School will insure the student with the Uni-Care Premier Partnership Policy as the default policy at the student's cost.

Please choose

- Yes, I will take Uni-Care insurance
 I enclose the English translation of my selected Insurance Policy

E: HOMESTAY INFORMATION

Please note: Kerikeri High School Homestay Coordinators will do their best to satisfy your preferences, taking into account your hobbies and interests when matching you to a Homestay family. However we **cannot guarantee** that you will be placed in the type of family you prefer. You are required to respect the various cultural aspects in the everyday life of people in your Homestay family and learn to adapt to them, the local community and school. Staff at the International Department will be here to help you with this transition.

Personal Information

Pre-existing medical conditions (include allergies) _____

Regular medication _____

Your religion (reply optional) : _____ Do you attend church regularly? Yes No

Are you vegetarian? Yes No List any special dietary requirements _____

Can you live in a home where people smoke? Yes No

Family Preference

| | | | |
|--|----------------------------------|--------------------------------|---|
| Couple | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Doesn't matter |
| Older couple (over 60) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Doesn't matter |
| Single parent family | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Doesn't matter |
| No children | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Doesn't matter |
| Young children | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Doesn't matter |
| Teenagers | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Doesn't matter |
| Pets / Animals | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Doesn't matter |
| Different Religion | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Doesn't matter |
| Location | <input type="checkbox"/> In town | <input type="checkbox"/> Rural | <input type="checkbox"/> Doesn't matter |
| Family with another International Student of Kerikeri High School (other nationality and language) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Doesn't matter |

Any additional information _____

Student Letter

Please attach a **one page letter** telling us about your special interests and background to include: your sports, hobbies, your family and the reasons why you would like to study and live in Kerikeri. Please include **3 or 4 photos** of yourself, your family and enjoying your favourite activity.

DECLARATION The above information is true*.

Signed (student) _____ Date _____

Signed (parent) _____ Date _____

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

F: INTERNATIONAL STUDENT TRAVEL POLICY

Kerikeri High School has obligations under *The Code of Practice for the Pastoral Care of International Students* and under the Student Visa scheme operated by New Zealand Immigration Service. This means that the school is responsible for all international students for the time they are in New Zealand at our school.

Our aim is for International students to enjoy New Zealand's destinations and activities while remaining safe.

Please note that nothing in the Kerikeri High School policy will contradict any agreement the parents have signed with their child's sending organisation (Agent).

The International Student Travel Policy:

- 1 International Students may travel in fully supervised tours with approved organisations only
- 2 Nights away from the homestay shall be in approved homestays only
- 3 Overnight travel out of the district will not happen during term time
- 4 International students must complete the *Request to Travel Form* and submit it to International Department Staff for processing at least five working days before proposed travel
- 5 The final approval will be by Director International Students depending on student safety and wellbeing.

For each requested plan, the International Department staff will

- Send you the *Travel Indemnity Form** and a copy to your sending agent
- Inform you and the homestay family of the your student's travel plan
- Advise with whom your child will travel
- Name the type of transport used
- Give the name, address and contact number of the accommodation
- Allow adequate time for Parents, Agents and host families to supply feedback
- Deny approval if we have reason to believe that your child will be unsafe

*A Copy is attached on page 8

STUDENT FULL NAME _____

PARENT Name _____ Signed _____

PARENT Name _____ Signed _____

Note: Under the Code of Practice for the Pastoral Care of International Students, students aged 18 and over do not require parental permission to travel unsupervised. However, natural parents, agents and homestay families will be notified.

G: EDUCATION OUTSIDE THE CLASSROOM

There are many outdoor activities at Kerikeri High School. For example:

- Study trips to the beach and elsewhere
- Sports trips
- Cycling tours
- Sailing
- Surfing
- Horse riding
- Golf
- Abseiling
- SCUBA diving
- Overnight stays - and many more.

We need your permission for your child to take part in these activities. Please sign below.

I give permission for _____ (student's name) to take part in Education Outside
The Classroom activities providing safety requirements have been met.

Parent signature _____

Date _____

H: REFUND OF FEES POLICY

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

1. The student or parent must apply in writing to the Board of Trustees for a refund of fees.
2. The letter will explain the special reasons why a refund of fees is requested.
3. When making their decision, the Board of Trustees will consider
 - a. any special circumstances*
 - b. costs already incurred by the Board
 - c. salaries of teachers and support staff already committed for the course
 - d. any other components of the fees already committed for the duration of the course
 - e. an amount which covers use of facilities and resources to the date of withdrawal
 - f. the levy to the government.
4. **One Year Enrolment**
Except in exceptional circumstances, no refund is payable to a student in the second half of the enrolled course.
5. **Enrolment for less than one year**
Except in exceptional circumstances, one term's fees will be charged. Fees will not be refunded for the current term.

*A change in Immigration status may be considered a special circumstance (see 3a above).

I understand and agree to the terms above.

Signed _____ (Parent if student is under 21 years)

Date _____

I: INTERNATIONAL FEES PROTECTION POLICY

The Kerikeri High School Board of Trustees undertakes not to spend tuition fees for International Students until the contracted services have been provided. Each school term will be considered as a proportion of the contracted service.



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CODE OF CONDUCT FOR INTERNATIONAL STUDENTS

I, _____, agree to

1. Attend school for at least 80% of the time unless there is an exceptional reason. If I attend less or stop attending, I understand The Director of International Students will contact my Homestay, my parents/guardians and New Zealand Immigration Service.
2. Obey School rules.
3. Follow the Guidelines in the Policy for the Use of Computer Networks.
4. Obey the rules of my Host Family.
5. Ask my Host Family if I want to stay overnight or longer at another place. I understand I must be supervised by a suitable adult. I will complete an International Student Request to Travel Form and give to the International Department staff at least five working days before travel for processing and approval.
6. Get permission from the school before I own a motor vehicle.
7. Not hitch-hike because of the danger.
8. Obey New Zealand laws including (but not restricted to) alcohol, tobacco and illegal drugs.
9. Notify the school office of a change of address.

Details of New Zealand Law about alcohol, tobacco, and illegal drugs will be given to me when I arrive at Kerikeri High School. The school rules will also be given to me during the Orientation Programme.

- I have read and understood this Code of Conduct.
- I have read and understood the Policy for the Use of Computer Networks.
- I have read and understood the Travel Policy.
- I give permission for the school to collect educational information about me. This information can be used for school purposes.

Student's signature _____

Date _____

Parent's signature _____

Date _____



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GUIDELINES TO THE POLICY FOR THE USE OF COMPUTER NETWORKS

Email, the Internet and networked computers provide a broader range of resources, new ideas and communications from around the world. **Students** are responsible for good behaviour on the computer networks.

GUIDELINES:

1. **All use of the networks at school must be for the student's work only.**
2. **Access will be guided by the teacher.** Students may not access any sites which teachers/parents may find offensive. All messages on the internet can be traced back to Kerikeri High School.
3. The rules for Internet use have been set by users. The rules are:
 - (a) Always use appropriate language.
 - (b) Always use the school's contact address.
 - (c) Do not give a friend's address.
 - (d) If you receive an unpleasant message, tell the teacher.
 - (e) Do not copy video, graphics or sound files without teacher permission.
4. Use the network during school hours only.
5. Security is important:
 - (a) If you find a problem, notify the teacher.
 - (b) Do not tell anyone your password. Do not use someone else's password.
 - (c) Do not enter or change any of the systems and communications settings.
6. Students will do nothing to harm or destroy other people's data or anything which may affect the operation of the network. This includes the introduction of computer viruses.
7. Students will not send or receive any messages that indicate or suggest pornography, prostitution, racism, sexism or any other activity which may be against the law in New Zealand.

IF ANY OF THE ABOVE GUIDELINES ARE BROKENTHE STUDENT MAY BE:

- (a) refused use of the computer network.
- (b) Subject to disciplinary action such as detention or suspension.
- (c) Referred to the Police for possible court action for the breaking of Guidelines 6 and 7.

The above Guidelines are to ensure that safe access is provided for all students who use the computer networks.

DO NOT RETURN THIS SHEET. YOU HAVE SIGNED IN YOUR APPLICATION THAT YOU HAVE READ AND UNDERSTOOD THIS SHEET.

SAMPLE ONLY



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STUDENT TRAVEL INDEMNITY FORM

We.....&.....

Parents of..... hereby give permission for him/her to travel within
New Zealand or overseas

(please tick one or both)

with suitable adult supervision without suitable adult supervision

Date of travel from _____ to _____

We understand and agree that by giving this permission we release Kerikeri High School, sending Agent and the Homestay Family from any responsibility whatsoever in relation to the student's care, safety and well being of our son/daughter.

We also understand that Kerikeri High School and the Homestay Family discourage unaccompanied trips because the student will travel without adult supervision or control and may encounter difficult situations which may be potentially dangerous where the student will have no assistance.

We agree that as Parents, we will be liable for any costs, expenses, damage or loss caused or incurred by our son/daughter. We will indemnify Kerikeri High School, the sending agent and the Homestay Family from any claim, action or demand whatsoever, that may arise and release Kerikeri High School, sending Agent and the Homestay Family from any action that we may have in relation to any accident, injury, harm, death or loss that our son/daughter may suffer or cause.

We are aware that our son/daughter is responsible for making travel arrangements including accommodation, transportation, health and travel insurance. In the event of overseas travel this would include being responsible for visas to enter other countries and to arrange the necessary documentation to re-enter New Zealand (including a valid return ticket to leave New Zealand). We also agree that our son/daughter is responsible for completing a Request to Travel Form and submitting it to International Department staff for processing at least five working days before intended travel.

Signed on: / / By

.....
Father's signature

.....
Mother's signature