



ONE TREE HILL COLLEGE

P.O Box 17-471, Greenlane, Auckland 1546, New Zealand
Ph: 0064 9 5792861 Fax: 0064 9 5792876
Email: international@onetreehillcollege.school.nz

Please
attach a
passport
sized
photo

Application Form for International Students

Please complete in English and capital letters

STUDENT DETAILS

Family Name: _____

First Name(s): _____ English Name (if any) _____

Date of Birth: _____ Gender: M / F (circle one)

Address in home country: _____

Home Telephone: _____ Fax: _____

Student's Email: _____ Student's mobile: _____

CITIZENSHIP DETAILS

Country of Birth: _____ Nationality: _____

Country of Citizenship: _____

First Language: _____ Other Language(s): _____

Passport Number: _____ Country of Issue: _____

Passport issued on: _____ Passport expires on: _____

Please attach a photocopy of your passport details or a certified copy of your birth certificate

PARENT/LEGAL GUARDIAN DETAILS. Please let the school know if these details change.

Father/Guardian: _____

Home Address: _____

Home Telephone: _____ Fax: _____

Business Telephone: _____ Email: _____

Mobile: _____

Mother/Guardian: _____

Home Address: _____

Home Telephone: _____ Fax: _____

Business Telephone: _____ Email: _____

Mobile: _____

EMERGENCY PHONE: If you are not able to speak English, please provide the name and phone number of someone who speaks English. We need to be able to phone them at any time in the case of an emergency.

Phone Number: _____ Name: _____

AGENT/EDUCATION CONSULTANCY DETAILS

Name of Company: _____ Consultant: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

EDUCATION DETAILS

How many years have you completed at: Junior High School? _____ Senior High School? _____

Name of present school: _____ Class Level: _____

Subjects you are studying this year: _____

Please enclose school reports for the last year, the results of any national examinations and a letter of reference from the School Principal or Form Teacher. All documents must be in English.

Do you have any learning disability problems (If yes, please attach a letter with the details) Yes/No

IMPORTANT: The school must be told about any learning disabilities of an applicant. Failure to give this information could result in a student being asked to leave One Tree Hill College.

LANGUAGE DETAILS

How many years have you studied English? _____

Where did you study? _____

English level: Beginner / Elementary / Intermediate / Higher Intermediate / Advanced

COURSE REQUIRED

Underline the level you would like to study. (Junior) Yrs 9,10 (Senior) Yrs 11, 12, 13

Subjects you would like to study: _____

Note: A final decision on subject choice depends on your ability and experience. You will be assessed when you arrive at One Tree Hill College

What are your plans for future study? _____

When would you like to start at One Tree Hill College? _____

ACCOMMODATION DETAILS

Do you require information on homestay accommodation? YES / NO

If no, please provide details of your accommodation arrangements. The school will have to approve these arrangements. _____

MEDICAL INFORMATION AND INSURANCE

Do you suffer from any illness or medical condition? YES / NO

If yes, please provide details, including medications and add any support necessary to prevent any reoccurrence of any past conditions. (Please use an additional sheet if necessary): _____

Important: All international students must have appropriate and current medical and travel insurance while studying in New Zealand.

Pre-paid insurance is from Uni-Care. It is a medical and travel insurance. Please check the website (www.uni-care.org) to see if it is suitable for you.

We recommend insurance cover that covers the loss or theft of personal belongings.

If you choose to use an alternative insurance company, the school must sight the policy BEFORE the student buys it and before he/she leaves his/her home country. Otherwise Uni-Care must be pre-paid to the school. If we do not see an alternative policy, the default policy will be Uni-care.

Uni-Care insurance: Yes/No (circle one) Copy of alternative policy enclosed: Yes/No (circle one)

GUARDIANSHIP OR CONTACT DETAILS IF APPLICABLE: Please note that a guardian or contact person is not compulsory but recommended for students under 18.

The following person has agreed to act as a contact person for the applicant while he/she is living in New Zealand.

Name: _____

Address: _____

Phone numbers: Home _____ Work _____

Mobile: _____ Email: _____

SPORTS/INTERESTS: What sports do you play? _____

Do you have any other interests? (For example, do you play a musical instrument?)

PARENT AND STUDENT STATEMENT

We have read and understand the information in the Information Booklet that comes with this application form. This includes information about **conditions of enrolment and attendance**, the **refund policy** and the **homestay policy**.

We understand that the level of study on the Offer of Place is conditional on assessment when the student arrives.

Signed by student: _____ **Date:** _____

Signed by parents or legal guardian(s) _____ **Date:** _____

(Print Name/s)

(Signature/s)

Signed by agent: I verify that the above signature/s belongs to the parent/s of the applicant:

_____ **Date:** _____

APPLICATION FOR HOMESTAY

NOTE: Please fill this form in only if you want a school homestay arranged by One Tree Hill College. If you are staying with friends or relatives, fill in Page 6.

Please arrange a homestay for me with a New Zealand Family

Family Name of Student: _____ Given Name: _____

Date of Birth: _____ Male /Female: _____

Address in Home Country _____

Telephone: _____ Fax: _____

Parent's E-mail: _____

Student's E-mail: _____

Date of Arrival to NZ (if known) _____

Flight Details (if known) _____

People travelling with you (if any) _____

From what date do you need homestay: _____

Personal Details

Tick the correct response to each question

Yes

No

- Do you smoke? _____
- Is there any food you cannot eat? _____
- If yes, write the food/s here _____
- Would you like children in your homestay? _____
- Do you like cats? _____
- Do you like dogs? _____
- What interests or hobbies do you have _____
- Any other special requirements _____
- Are you allergic to anything? _____

HOMESTAY CONTRACT

NOTE: Please fill this form in only if you want a school homestay arranged by One Tree Hill College. If your child will stay with friends or relatives, fill in page 6.

If the student is under the age of 20 years, this contract must be signed by a parent or legal guardian.

In return for One Tree Hill College finding and supervising a homestay for _____

1. I guarantee the acceptable behaviour of the student in New Zealand. I understand that unacceptable behaviour on the part of the student in the homestay may lead to the termination of the homestay and the student having to leave the school.
2. I understand that while in the care of One Tree Hill College, students must abide by New Zealand law, the rules and regulations of the school, host family and homestay rules.
3. In accordance with Immigration New Zealand regulations, students will not seek employment while holding a student visa unless they have a variation of conditions to their permit.
4. I understand the student will give at least two weeks notice to the Homestay Coordinator for One Tree Hill College before leaving the homestay. In addition I will pay for two weeks board, whether or not my son/daughter is in the home in the two-week notice period.
5. I understand that my son/daughter will not be permitted to leave homestay care without the written permission of their parent or guardian and the knowledge and permission of the Homestay Coordinator for One Tree Hill College.
6. I understand students under the age of 20 years are not permitted to own a car while attending One Tree Hill College unless strict procedures are followed. Students over 20 must see the International Office to get information regarding driving in New Zealand if they are considering buying a car.
7. I understand my son/daughter must have a comprehensive medical and travel insurance policy during their time in NZ. It is recommended that students choose a policy that will also cover the loss of personal items.
8. I understand that if any international calls are made from the premises of the homestay, the charges will be reversed to me. If they are not reverse calls, I guarantee to reimburse the homestay for any costs.
9. I will also reimburse any unpaid costs incurred by the student.
10. I understand that, if the student goes away on holiday for one week or more, they will pay \$70 per week as a holding fee for every week that they are away. This fee is for the storage of their belongings and the holding of the room. This payment shall be made in advance.

Signed: _____ Date: _____

Full Name: _____

Relation to the student: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

EMERGENCY CONTACT

This person must be able to speak English.

Name: _____ Position: _____

Phone: _____ Mobile: _____

Email: _____

DESIGNATED CARE-GIVER DECLARATION

Parents: Please fill in this form if you want your child to live with a close family friend or relative.

I / We acknowledge that I / We have decided to place my / our child within the care of our relative or close family friend in order for them to attend One Tree Hill College as an International Student from _____ until _____, subject to approval by the school prior to enrolment.

Name of Student (Full name as appears on passport) _____

Full name/s of caregiver/s: _____

Caregivers' address: _____

Telephone: Home _____ **Work** _____

Mobile: _____ **Email:** _____

Please specify relationship (Close friend or relative) _____

I / We agree to permit One Tree Hill College:

- To visit the home of the designated caregiver prior to enrolment to determine that that the living conditions are of a suitable standard.
- To assess that the caregiver will provide a safe physical and emotional environment for the student.
- Determine that the accommodation is not a boarding establishment. If it is, to follow the appropriate provisions as set out in the Code of Practice.
- To meet with your son / daughter at appropriate intervals to discuss the accommodation to ensure all is well.
- To undertake a police vet of the caregiver.

Should this arrangement change I / we undertake to inform One Tree Hill College immediately. Further, I / we understand that should One Tree Hill College have any concerns regarding the welfare of my / our child that One Tree Hill College may refer the matter to the relevant child welfare authorities, or any other appropriate agency in New Zealand.

I / We understand that One Tree Hill College will make every endeavour to ensure the safety and welfare of my /our child while studying at the school.

Parents or Legal Guardians; Please sign this declaration

I/We confirm that the person designated as caregiver is a true relative or close family friend.

I/We agree to these Designated Caregivers Arrangements. I/We understand that the pastoral-care fee pays for the checking and monitoring of my/our child.

Signed: _____ **Date:** _____

Name/s _____

Address in Home Country: _____

_____ **Phone:** _____

Fax Number: _____ **Email:** _____

INTERNATIONAL STUDENT TUITION AGREEMENT

This is an agreement between the parents or guardians of _____ and One Tree Hill College.

1. One Tree Hill College agrees that:
 - a) It will provide tuition to the Student as requested providing that the student meets our admission conditions for the course.
 - b) Provide help, support and guidance to the student during their study at the school.
 - c) The school will use its best efforts to ensure the safety, health and well being of the Student while at One Tree Hill College.
 - d) The school will provide homestay accommodation, on request.
 - e) The school will use its best efforts to ensure that the homestay accommodation meets the student's needs.
 - f) The school will provide regular reports of the progress of the Student to the parents and the student's agent.
 - g) The school will observe and be bound by the Code of Practice for the pastoral care of International Students published by the Ministry of Education. Copies are available on request from the school or from the website: www.minedu.govt.nz
2. The Parents agree that:
 - a) The student is subject to the rules and regulations of One Tree Hill College and to the discipline provisions of the New Zealand Education Act 1989
 - b) The student is subject to the conditions of enrolment for International students, as set out in the prospectus and the application form of One Tree Hill College.
 - c) The student will follow any reasonable instruction given by a teacher.
 - d) They will provide the school with all academic and medical information about the student and any other information that could have an effect on the student's study and life in New Zealand. This includes notification of any learning disabilities.
 - e) The school can receive information from any other person about the student's medical, welfare or educational history.
 - f) The school can receive financial information about the student.
 - g) The school can use information about the student for educational, welfare and medical purposes.
 - h) The school can discuss information about the student with the student's homestay parents, or guardian, in the same way that the school would discuss such matters with the parents of a New Zealand student.
 - i) The school has the right to direct the student in their academic course and subject choices using their best judgement and experience.
 - j) The school has the authority to permit the student to participate in extra school activities and school trips.
 - k) The school has the authority to provide the necessary consents in the event of a medical emergency where it cannot reasonably contact the parents in the necessary time.
 - l) That the student will not own or drive a car while enrolled at One Tree Hill College unless they have followed the driving and car ownership procedures. That the student will not travel in a car driven by a driver who is unauthorized to drive under school policy or under New Zealand law.
 - m) That they will give written permission if their child intends to travel in New Zealand during holiday periods. The school reserves the right to override the parent's decision if the child's health and safety is at risk and there is inadequate supervision on the trip. Travel to destinations other than in New Zealand will be treated as for travel in New Zealand. Students fewer than 18 will not be allowed to travel unsupervised.
 - n) That they will ensure that their child will not extend holidays beyond the regulated dates.
 - o) That they will notify the school of any change of address or contact details.
3. All fees paid to the school are protected by the Fee Protection policy of One Tree Hill College.
4. Tuition Fees are subject to a refund policy. Information on this policy is in the information booklet.

5. While the school will do its best to ensure the safety, health and well being of the student, the school is not liable for any damage or harm caused to a student or to a student's property inside or outside of school hours.
6. The school's liability in relation to tuition services is limited to the amount of tuition fees paid by the student.
7. The student must have full and comprehensive health and medical insurance for their travel and Study periods.
8. The agreement may be terminated at any time by the parent or the school. The notice of termination must be in writing. If this agreement is terminated the refunds policy attached to this agreement shall apply.
9. This agreement is subject to the Consumer Guarantees Act 1993 and the Fair Trading Act.
10. Parents and Students have the right under the New Zealand Privacy Act to have access to any personal information about them that is held by the school. Parents and students can request corrections to any personal information held by the school.
11. Students' rights under the New Zealand Privacy Act allow them to ask for confidential help from health and guidance counsellors. This may include advice on contraception.
12. This agreement can be changed by the written agreement of parents and the school.
13. This agreement is made under New Zealand laws. The courts of New Zealand have exclusive jurisdiction.

Agreement

I/We have read and understood the terms set out in this agreement and I/we agree to them.

- **Signed by parent/s (may be signed by one parent):**

Signed: _____ Signed: _____

Full Name: _____ Full Name: _____

Relation to student: _____ Relation to student: _____

Date: _____

- **Signed by agent:** I certify that the signatures above are the parents' signatures and that this document has not been signed by anyone at our agency.

Signed: _____ Date: _____

- **Signed by One Tree Hill College:**

Signed: _____ Designation: _____

Full Name: _____ Date: _____ School Stamp:

The school will sign this tuition agreement and send a copy back to you.

Application Form Check List

Have you attached **all** of the following to your completed application form?

- A copy of your school reports for the last year, in English
 - A copy of any national examination results, in English
 - A letter of reference from your school Principal or your Form Teacher
 - Disclosure of any learning disabilities
 - Disclosure of all current medical, physical, psychological or emotional conditions
 - Disclosure of all support necessary to prevent reoccurrence of any previous medical, physical, psychological or emotional conditions
 - Two passport sized photographs
 - Copy of your passport or birth certificate
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- Have you and your parents signed pages 3, 5 or 6 and 8?

Now you are ready to post your application form to One Tree Hill College.

If your application is accepted we look forward to welcoming you to our college.

