

WELLINGTON COLLEGE



Dufferin Street, Wellington 1, New Zealand. P.O.Box 16-073. Tel 64 4 8022520. Fax 64 4 8022542

INTERNATIONAL STUDENT - APPLICATION FOR ADMISSION

Personal Details

Date of Application ____/____/____ Date of planned start at the College ____/____/____
day month year day month year

Level student is applying for _____

Student's Family Name: _____

Student's First Name: _____

Date of Birth ____/____/____ **Please attach: a recent school report and reference from his school**
day month year

Address: (Home country) _____

Telephone: Home _____ Work _____ Fax _____

Email: _____ Mobile phone _____

Name of **Father** : _____ Occupation _____
Mr,Dr etc First Name Family Name

Name of **Mother**: _____ Occupation _____
Mrs,Dr etc First Name Family Name

Can the student's parents speak and read English: YES/NO (delete one)

Nationality and Language

Student's Nationality _____ Ethnic Group _____

Country of Birth _____ What language do you normally speak? _____

Time studied English _____y/m Time in an English speaking country _____y/m

What is your highest Educational Qualification? _____

Have you passed any International Tests in English Language? Yes/No (delete one)

If yes, which tests? TOEFL Score _____ IELTS Score _____

Course of Study

Current School _____

Subjects currently studied and level _____

Subjects you wish to study at Wellington College (List 6 in order of preference)

If you plan to attend a university, what degree do you plan to study for? _____

What is your intended career (if known)? _____

Extra-Curricular Activities

Please give full details of the various activities to date with the level of achievement gained (if appropriate)

Sports: _____

Music: _____

Clubs: _____

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 _____

Relation to Student: _____

Signature: _____ Date: ____/____/____

Postal Address: _____

Phone _____ Fax _____ Email: _____

Who should the School contact in case of emergency _____

Contact details if different from above: (include phone and email) _____

The Wellington College fees refunds policy as stated in the prospectus provided to the family of each applying student is as follows.

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.

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

Application Check List

- | | | |
|---|--|--------------------------|
| <input type="checkbox"/> Application Form complete | Please check the items you want to be invoiced for | |
| <input type="checkbox"/> Copy of recent school report | Course fees (\$14000 per year, 2011) | <input type="checkbox"/> |
| <input type="checkbox"/> Reference from my school | Welfare Management(\$600) | <input type="checkbox"/> |
| <input type="checkbox"/> Statement written by student | Homestay (\$230 per week) | <input type="checkbox"/> |
| | Uniform (\$500, balance if unused is refunded) | <input type="checkbox"/> |
| | Health & Travel Insurance (\$490 per year) | <input type="checkbox"/> |

HOMESTAY APPLICATION FORM

A. NAME of STUDENT:

Family Name: _____ Given Name _____

B. I understand that the 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 the College and vetted by the New Zealand Police. (Note: homestays are visited at least twice a year by the homestay manager)

C. Cost: per week _____ NZ\$230 in 2011
Welfare Management Fee (per year) _____ NZ\$600

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.

D. 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 (2 weeks) that he will be away for 7 days or more during school holiday period.

Please answer the following questions:

FOOD 1. Are you a vegetarian? YES / NO

2. Is there any food you cannot eat?

3. Do you require any special foods?

RELIGION What is your religion and do you have special needs associated with your religion?

HEALTH Do you have any special needs associated with your health (eg allergies)?

PERSONAL What are your hobbies and interests?

I understand the costs and conditions outlined on this form.

Signed: _____ Date: _____

[Parent or Guardian]

For Office Use Only:

Copy to Parent/Guardian

Copy to Homestay Manager

Date: _____