Print Form

Cashmere High School
LEADING LEARNING

International Student Enrolment Form

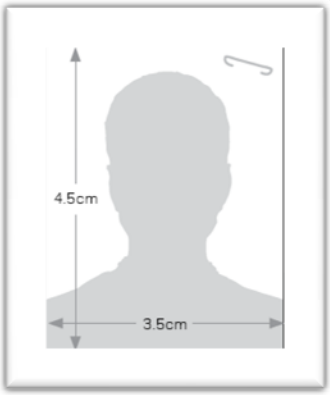
It is important that you read the information, terms and conditions in the Enrolment Form, student and enrolment agreements before signing. This enrolment form and additional documents can be scanned and sent to Cashmere High School by email or fax. Alternatively, the original application, along with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

IMPORTANT:

- When you have completed the form, please use the checklist below to make sure you have sent all the documents and information we need.
- This is an **interactive form**. Filling in the form can be done in either Acrobat or the free Adobe reader **(This is strongly recommended).** After you finish filling the form you can print the document using the "PRINT" button
- If you are filling in this form manually, please print clearly in English using **CAPITAL LETTERS**

Please attach a passport-size photograph of the student here



Student's Details (please print clearly in English using **CAPITAL LETTERS**)		
Family name/Last name (as shown in passport):		
Given name(s) / First name(s) (as shown in passport):		
Preferred First name	Gender (Tick one) ○ Male ○ Female	Date of Birth DD MM YYYY

Checklist - Documents and Information you must attach with your application

- ☐ **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.**

Student's Details (please print clearly in English using **CAPITAL LETTERS**)	
Student's email (please print clearly)	Student's telephone (Country code + Area code + Number)
Full Postal Address (Your residential address in your home country : address + suburb + city + postal code + country)	
City	Country

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: Yes No
Mother's last name	Mother's first name	Speaks English: Yes No
Address (If different from student's)		
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: Yes 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
Full Postal Address (address + suburb + city + postal code + country)	
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
Full Postal Address (address + suburb + city + postal code + country)	
Email address (please print clearly)	Phone number (Country code + Area code + Number)
Fax number (Country code + Area code + Number)	Cell phone (Country code + Area code + Number)

Course and School details	
Level of study requested ◯ Year 9 ◯ Year 10 ◯ Year 11 ◯ Year 12 ◯ Year 13	Start date: ◯ Term 1 ◯ Term 2 ◯ Term 3 ◯ Term 4 Year: 20☐☐
Length of course ◯ Academic year ◯ Three terms ◯ Two terms ◯ One term ◯ Other (please state):	
Have you studied at a NZ school before? ◯ Yes ◯ 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: ○ beginner ○ elementary ○ intermediate
Sport	Number of years played	Level: ○ beginner ○ elementary ○ intermediate
Musical instrument you play	Number of years played	Level: ○ beginner ○ elementary ○ intermediate
Language	Number of years studied	Level: ○ beginner ○ elementary ○ intermediate
Other	Number of years studied/played	Level: ○ beginner ○ elementary ○ intermediate

Medical details (to be completed by a parent)			
Please tick the box of any medical conditions your child suffers from:			
☐ Allergies	☐ Asthma	☐ Back/Neck problems	☐ Bee sting
☐ Diabetes	☐ Epilepsy	☐ Food Allergies	☐ Glandular fever
☐ Heart conditions	☐ Hepatitis A or B	☐ Migraines	☐ Rheumatic fever
☐ Other		Do you wear glasses? ○ Yes ○ 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 (Caregiver)

Name of Caregiver	Relationship to you:
Full Postal Address (address + suburb + city + postal code + country)	
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