



APPLICATION FORM TO STUDY AT GORDONTON SCHOOL

WOODLANDS ROAD, GORDONTON
HAMILTON, NEW ZEALAND

STUDENT INFORMATION

Student's full name (as shown on passport):	
Preferred English name (if so desired):	
Male/female:	Date of birth:
Home address:	
Country of citizenship:	Ethnic group:
Religion:	First language:
Previous English language tuition:	
Intended date of arrival to New Zealand:	Passport Number:
Intended length of time to study at Gordonton School:	
Will there be an accompanying adult travelling with you?	
If so, name and relationship to student:	

PARENTS INFORMATION

Full name of Father:	Occupation:
Full name of Mother:	Occupation:
Full postal address:	
Home phone:	Work phone:
Mobile phone:	Email:

AGENT INFORMATION (if applicable)

Name of Company:	
Agent's full name:	
Full postal address:	
Phone:	Mobile Phone:

CAREGIVER INFORMATION: (either a designated caregiver or a parent living in New Zealand is compulsory)

Full Name:	
Address in New Zealand:	
Phone:	Mobile Phone:
Email:	
Will the student be intending to stay with the caregiver/parent?	
Current New Zealand Immigration Status:	
Country of Origin:	Passport No.:

HEALTH AND INSURANCE:

Health Comments:	
Is medical insurance held?	Yes/No (a copy of the policy is required prior to commencement of study at Gordonton School)
New Zealand Doctor:	
<i>Medical Authority</i> I/We, the parents/caregivers/guardians of _____ authorise and direct you to discuss any medical condition relating to the above student and also to release any file, notes or documentation relating to any medical consultation in regard to the above student to the Principal at Gordonton School, Woodlands Road, Hamilton, New Zealand.	

The application form is to be supported with evidence of the following:

- ◆ Copy of student's passport details
- ◆ Copy of parent(s)/legal guardian(s) passport details including signature and passport photo
- ◆ Evidence of present school attending and current grade
- ◆ Copy of Medical and Health Insurance Policy
- ◆ Copy of student's last school report

I understand that if I make any false statements, or provide any false or misleading information, or have changed or altered the application form in any way, the application may be declined or my acceptance to the International Student Programme may later be revoked, and that I may also be committing an offence and liable to prosecution.

Further details of terms and conditions for studying at Gordonton School are available through our School Prospectus and Students Handbook, or by contacting the school directly.

I understand the notes and questions in the application form, and have read and understood the policy and guidelines for an International Student Programme at Gordonton School and I declare the information given about myself, my spouse/partner and any other guardian and any child or children it true and complete.

Parent / Legal Guardian Signature

Date:

“Gordonton 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 <http://www.minedu@govt.nz>”



Appendix 2
GORDONTON SCHOOL

Woodlands Road
RD 1
HAMILTON

Phone 07 824 3602 Fax 07 824 3605
E-mail admin@gordonton.school.nz

Date

Dear

Student Name:
Date of Birth:
International Student:
Level of Study: Year

Gordonton School Board of Trustees are pleased to inform you that the above named student has an offer of placement at Gordonton School Woodlands Road, Gordonton, Hamilton, New Zealand for one full year from __ January 2017 until __ December 2017.

Tuition Fees payable are: NZD\$7,200.00 (Ministry Levy) GST inclusive. To be paid within ten (10) working days prior to commencement date or as per arrangements made with the Principal.

Fees may be paid by cheque directly to the school office or into our school bank account. Gordonton School Bank account details are as follows:

Bank:	ASB Bank Limited
Branch:	Chartwell
Account Name and No.:	Gordonton School BOT: 12 3171 0285630 00
	SWIFT CODE: ASBBNZ2A
	BSB: 12-3171
	Account number: 0285630-00
Reference:	Please put student's name
Bank Instructions:	Advise and credit
	All bank charges are for account of payer

We look forward to having (Name) studying with us.

Placement and requirements for attending Gordonton School are attached in the document pertaining to the International Student handbook. Receipt of tuition fees will confirm placement and acceptance of terms and conditions for studying at Gordonton School. Gordonton School's policies are available upon request through the School office.

"Gordonton 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 Gordonton School or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>."

Yours sincerely

Keith O'Donnell
Principal



GORDONTON SCHOOL TERMS AND CONDITIONS OF INTERNATIONAL STUDENT

The following is a summary of the Terms and Conditions as stipulated in 'The Gordonton School International Student Handbook' and 'The Gordonton School Provisions for International Students 2016 Book.'

- ◆ Prior to the student accepting the placement the school must have provided the student/parents with all information pertaining to our programme as outlined in the "Code of Practice" part 1: 1-8. Marketing, recruitment and enrolment of international students.
- ◆ Gordonton School offers full immersion into an age relative class with respect to being able to experience and interact within New Zealand cultural and the English language.
- ◆ Gordonton will offer orientation into the school environment and community on a personal level and/or with a buddy or in a small group situation. This will be undertaken during the first week of the student's arrival and/or attendance at the school. Students will be introduced to school staff and familiarised with school facilities. An outline of mainstream class procedures, timetables and term dates will be provided during this time.
- ◆ Final placement into a mainstream classroom will be determined after an English language assessment has been completed. Assessment will take place after the student has been studying at the school (between 3-6 weeks) and again at the completion of the contracted study period or after two (2) schools terms which ever is the sooner to determine progress.
- ◆ Students will receive ESOL support as considered relevant, by the staff of Gordonton School, for the level of English language the student is recognised as having, after our assessment is completed.
- ◆ Full payment for term of study is to be paid to the school office or can be made directly into our school bank account with a reference of students name included. This amount is to include tuition fee for full period to intended study. Any staggered payments are at the discretion of the Principal. A detailed invoice will be provided itemising costs and showing full amount owing in New Zealand Dollars.
- ◆ All student fees, associated costs and accommodation fees are to be paid in terms of the Policy and Guidelines. Such payment is to be made within ten working days of commencement of study, or in the case of term-by-term payment, within five working days of commencement of term of study.
- ◆ Gordonton School operates a no refund policy for withdrawal from the programme during the contracted period. However reserve the right to consider written application for a refund to the School Board of Trustees. Any withdrawal is to be notified in writing to the school. For students unable to take up offered placement NZD\$500 will be deducted prior to reimbursement. Homestay establishment fee is non-refundable however balance of weekly fee will be reimbursed.

- ◆ Fee protection is offered to studying students under the terms and conditions stipulated in “The Code of Practice: Part 4: Contracts and Indemnity: 13.4.” Gordonton School Board of Trustees gives a Personal Guarantee to provide “Fee Protection” for all International Students fees paid to the school for the contracted time of placement at the school.
- ◆ Receipt of funds will confirm placement. A receipt will be issued as required for the New Zealand Immigration in order to issue the appropriate student study visa. A copy of this visa is required.
- ◆ A copy of the passport showing New Zealand immigration status for either the parent(s)/legal guardian’s or designated caregivers, one of who the student is being cared by while studying in New Zealand is required by Gordonton School.
- ◆ For visa free countries like Korea (South) application for a study permit can be requested on arrival in New Zealand after 3 months as a visitor.
- ◆ *Immigration: “Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>”*
- ◆ Gordonton School Co-ordinator of International students or a representative will be available for the student to contact for any reason and/or at any time during or outside of school operating hours.
- ◆ Gordonton School can arrange for Homestay accommodation if required. All Terms and Conditions pertaining to such will be provided in writing on application.
- ◆ The student’s academic progress, general behaviour and welfare at school and in the homestay situation will be regularly monitored. At any time, considered necessary by the school, contact will be made directly with the parents/legal guardian to discuss any arising issues.
- ◆ Behavioural issues will be handled under the jurisdiction of school policy. If further action is required it will be implemented as stipulated in the “Code of Practice” Part 5:Welfare
- ◆ Gordonton School has engaged the voluntary services of an interpreter for our Korean Students to help with monitoring progress and to offer community support for these students and or their parents/legal guardians. If any concerned party requires the use of an interpreter arrangements can be made through the school.
- ◆ All information for each student, including a current photo taken by the school, will be kept as a separate record in the office. This will be in addition and separate from the relative records required for enrolment and attendance at a public full primary School.
- ◆ Any health concerns or known medical conditions are to be advised to the school. This information needs to be held by the school and by the home stay family. Carrying of any medication at school is prohibited. Any medication that is required to be taken during school time is to be held and administered by the school office in terms of our school policy.
- ◆ It is compulsory for all students to have Medical and Travel Insurance: *“Most students are not entitled to publicly funded health services while in New Zealand unless they are:*
 - ◆ *A resident or citizen of Australia; or*
 - ◆ *A national of the United Kingdom in New Zealand; or*
 - ◆ *The holder of a temporary permit that is valid for two years or more.*

If you do not belong to one of these special categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. Gordonton School will not accept any students that do not have Medical and Travel Insurance.

- ◆ Student's passport and medical insurance must be sighted by the school office on arrival and verified copies, including photo of student shown on passport along with any entries/visa and permits pertaining to study rights in New Zealand.
- ◆ Gordonton School retains the right to terminate any contracts entered into pertaining to the student studying at their school. This could result if the student is considered not be making progress or is deemed in need of special educational services, to assist with mainstream learning over that currently offered by the programme. If required an independent assessment will be undertaken and the cost of this will be deducted from fees prior to any reimbursement on termination of study at Gordonton School.
- ◆ If a student leaves and ceases to study at Gordonton School for any reason New Zealand Immigration will be advised.
- ◆ Gordonton School will monitor the welfare of students and will act in accordance with the measures stipulated in the International Student Homestay Guidelines published by the Ministry of Education.
- ◆ A summary of the Code of Practice for the Pastoral Care of International Students is included with this documentation.
- ◆ Further information is available in 'The Gordonton School International Student Handbook' and 'The Provisions for International Students 2017'. Both of these are available on request at the School Office.

I understand that if I make any false statements, or provide any false or misleading information, or have changed or altered the application form in any way, the application may be declined or my acceptance to the International Student Programme may later be revoked, and that I may also be committing an offence and liable to prosecution.

Further details of terms and conditions for studying at Gordonton School are available through our School Prospectus and Students Handbook, or by contacting the school directly.

I understand the notes and questions in the application form, and have read and understood the policy and guidelines for an International Student Programme at Gordonton School and I declare the information given about myself, my spouse/partner and any other guardian and any child or children it true and complete.

I/we have read and agree to the above conditions

Parent / Legal Guardian Signature

Date:

"Gordonton 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 <http://www.minedu@govt.nz>"



GORDONTON SCHOOL

CHECK-LIST OF PROCEDURES FOR ENROLMENT OF INTERNATIONAL STUDENTS

ENROLMENT OF:		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
1	Interview carried out with Parents/legal guardian	
2	Gordonton School International Student Handbook gone through with parent/caregiver. Given to take home.	
3	Parents/legal guardian to be shown and made aware of The Code of Practice and ' The Provisions for International Students ' regarding this. Copies of both available at the school	
4	Go through and fill out ' Application Form to Study at GS ' (Appendix 1). A \$200 non refundable application fee is due at this stage. If parent caregiver has all necessary documents and the application will be approved then the \$200 fee is not necessary.	
5	Photocopy of passports (students and parents/caregivers)	
6	Photocopy of health policies	
7	Letter of indemnity (where applicable) See appendix 4 (4a Korean) for Statement of Designated Caregivers.	
8	Upon acceptance of student, a letter of confirmation (signed by David with students name added) must be given (see appendix 2) accompanied with a list of Terms and Conditions (See appendix 3)	
9	If enrolling a student staying in a Homestay situation then Appendices 5/6/7/8 and 9 are applicable and should be filled out by the relevant people.	
10	If enrolling a student through an agent then appendices 11 and 12 are relevant and must be filled out by the relevant people.	

The above steps have all been followed, to the best of my knowledge, correctly while enrolling _____ All appropriate books have been given, forms have been filled out and photocopies of relevant documents are now held in the students file at Gordonton School.

Signed _____ Name _____

Date ____ / ____ / 2016



GORDONTON SCHOOL

STATEMENT OF DESIGNATED GUARDIAN/CAREGIVER ARRANGEMENTS

I/We acknowledge that I/We have decided to place my/our child within the care of a caregiver vetted and monitored by myself/ourselves in order for them to attend Gordonton School as an International Fee Paying Student. Accordingly I/We take full responsibility and accept the decisions made by my/our designated agent about the homestay placement and day to day requirements of my/our child.

They will attend Gordonton School for () terms, from _____ to _____

Full name as appears on passport: _____

Preferred name in New Zealand: _____

I/We have placed my/our child in the care of their guardian/caregiver.

Full name of Guardian _____

Known address and contact numbers are:

New Zealand Immigration Status: _____

Should this arrangement change I/We undertake to inform Gordonton School immediately. Further, I/We understand that should Gordonton School have any concerns regarding the welfare of my/our child they may refer for further actions or refer the matter to the relevant child welfare authorities, or any other appropriate agency in New Zealand.

I/We take full responsibility for placing my/our child with the designated Guardian/Caregiver named above and I/We understand that Gordonton School is not responsible for my/our child outside of normal school hours and activities. I/We do however understand that Gordonton School will make every endeavour to provide for the care and welfare of my/our child at all times while studying in their school.

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

Signed by: _____ Parents/Guardian

Dated: _____



GORDONTON SCHOOL

ENROLMENT REQUIREMENTS FOR INTERNATIONAL STUDENTS

To enroll your child at Gordonton School you will need:

- ◆ **A photocopy of student's passport details**
- ◆ **A photocopy of parent(s)/legal guardian(s) passport details including signature and passport photo**
- ◆ **Evidence of present school attending and current grade**
- ◆ **A photocopy of Medical and Health Insurance Policy**
- ◆ **Copy of student's last school report**
- ◆ **If you are a Designated Caregiver then you will need to have a 'Statement of Designated Caregiver' letter filled out by the parents of the child.**

By bringing all the above along with you when you enroll your child, will speed up the application process. It does not, however guarantee placement within our school.

Yours sincerely

Keith O'Donnell
Principal

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