

AUCKLAND MONTESSORI PRIMARY SCHOOL

Application for Enrolment as an International Student



Please ensure that all the information is complete and correct. Failure to properly complete the form may result in a delay in processing, or rejection of your application.

Failure to provide correct information may result in your child's enrolment being terminated.

Please ensure that the following documentation is enclosed with this application:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | <i>Copy of Passport</i> |
| <input type="checkbox"/> | <i>Copy of Student Visa/Permit</i> |
| <input type="checkbox"/> | <i>Copy of Parent Visa/Permit (required for students 10years and younger)</i> |
| <input type="checkbox"/> | <i>Copy of Travel Insurance Details</i> |

Faxed applications will be considered but no Offer of Place will be issued until we receive the original.

Please send completed application forms to:
Auckland Montessori Primary School
P O Box 137352
Parnell
Auckland

AUCKLAND MONTESSORI PRIMARY SCHOOL

Enrolment Application Form



STUDENT INFORMATION

First Names: _____ Surname: _____

Preferred Name: _____

Date of Birth: *Day* _____ *Month* _____ *Year* _____

Country of Citizenship: _____ Ethnicity: _____

Gender: *M / F*

Home Address: _____

Home Phone Number: _____

Proposed Date of Entry: _____ *Level:* _____

Please state the intended length of stay in New Zealand (e.g 1 term, 1 year) _____

Present school: _____

Previous Schools and time spent:

School	Duration

EDUCATIONAL NEEDS:

HEALTH INFORMATION

Does your child have any pre-existing medical conditions or concerns?

YES / NO (please circle)

If **Yes** please state:

Does your child have any allergies? (E.g **food allergies** like peanuts or wheat, or **medical allergies** like penicillin or bee stings):

Does your child carry any medication for this allergy? YES / NO (please circle)

INSURANCE INFORMATION

Medical and travel insurance is compulsory for international students coming to New Zealand. Please provide your medical and travel insurance details:

Insurance company _____ Policy type _____

Policy start date _____ Policy end date _____

OR

I have not yet taken out medical and travel insurance, but agree to do so and will provide proof of this to the school on acceptance of this application for enrolment.

PARENT/GUARDIAN/CAREGIVER DETAILS

First Names: _____ Surname: _____

Relationship to Child: _____

Occupation: _____

Home Address: _____

Home Phone Number: (_____) _____

Work Phone Number: (_____) _____ ext _____

Mobile Number: _____ Email: _____

First Names: _____ Surname: _____

Relationship to Child: _____

Occupation: _____

Home Address: _____

Home Phone Number: (_____) _____

Work Phone Number: (_____) _____ ext _____

Mobile Number: _____ Email _____

ALTERNATIVE EMERGENCY CONTACT DETAILS

*In case of emergency if we cannot contact either parents/caregiver named above, please provide contact details for alternative person.

First Names: _____ Surname: _____

Relationship to Child: _____

Home Address: _____

Home Phone Number: (_____) _____

Work Phone Number: (_____) _____ ext _____

Mobile Number: _____

CUSTODIAL PARENTS

Both parents Father Mother

Other (specify name and relationship)

Disclose any custodial arrangements that may be relevant to the school:

If separate addresses, do you wish both caregivers to receive reports, newsletters etc.

Yes No

CONTRACT OF ENROLMENT

Application Fee

\$300 incl GST is payable with every application. This fee is non refundable.

Enrolment

\$1000 incl GST is payable on acceptance to secure placement in the Auckland Montessori Primary School. This fee is non refundable.

Term Fee

Fees are due upon receipt of accounts at the beginning of each term. Payment for term fees are to be made annually. A late payment penalty of 2% per month is charged with overdue accounts. This is subject to change. The Auckland Montessori Primary school reserves the right to increase fees at any time.

Advice of Withdrawal

One full term's written notice of intention to withdraw the student from school is required and payment of all fees incurred over the notice period is required. Notice should be received no later than the first day of the term. Where no notice or insufficient notice is given, the Auckland Montessori Primary School reserves the right to charge one term's fees in lieu of notice.

Standards of Conduct

The student agrees to follow the rules, dress code, and behavioral standards of the school. The school reserves the right to require the withdrawal of any student for any act or omission that is in breach of the rules and standards of the school, or any which in the opinion of the school is reasonable.

Privacy Act

The information collected by Auckland Montessori Primary School during the enrolment process is used for the purposes of assessing this applicant for admission to the school, and if the applicant is successful, administration of the school and maintenance of its records. Applicants and school families have the right to view and request correction of any information contained here.

Declaration and Acceptance of Terms

I/We declare that the information in this enrolment application is true and correct.

I/We agree to abide by the Contract of Enrolment.

I/We guarantee the good behaviour of the student in New Zealand

I/We accept the right of the school to effect a change of course if this is seen to be in the best interests of the student.

I/We understand the student must live in either accommodation approved of and monitored by Auckland Montessori Primary school, or with his/her parent.

I/We agree to guarantee the payment of term fees and course fees.

I/We agree that any images or video taken of the student throughout the period of enrolment may be used by the Auckland Montessori Primary School for promotional purposes and on their website.

I/We agree that the Auckland Montessori Primary School will contact the student's current and previous school in order to obtain or verify information relating directly to this enrolment.

I/We agree to the forwarding of student information to appropriate educational and health authorities within the guidelines of the Privacy Act.

I/We agree that the school will take action on my behalf in the case of sudden/severe illness or injury.

I/We have enclosed a copy of my child's passport or birth certificate.

I/We have enclosed the \$300 application fee.

Signature of Parent/Legal Guardian: _____ Date: _____

Should the application be successful, you will receive a letter ("Offer of Place") and an Enrolment Acceptance. However, you will need to pay the year/term fees before a visa/permit will be granted. If you accept the offer then this application for tuition and the enrolment acceptance, the attached Tuition Agreement shall be the terms and conditions of agreement by which tuition shall be provided to the student. If the terms are signed by a parent or guardian if the student is under the age of 20 years, then the parent or guardian shall be bound by these terms and conditions.