



NEW STUDENT APPLICATION PROCESS INFORMATION SHEET

All new applications for entry must be made on the official Application for Enrolment form available from Auckland Montessori Primary School.

Each application must be completed correctly otherwise it will not be processed.

The applicant/parent must complete the International Student Application for Enrolment form and produce the following documents before the application can be processed:

- a. Passport
- b. Student visa/permit (Copies of this will be taken by the school)
- c. Copies of recent school report with verified English translation is required
- d. Medical and Travel insurance documentation
- e. Completed Designated Caregivers Indemnity Form (if applicable)
- f. Medical information
- g. Administration fee: NZ \$300 (non-refundable)

Medical & Travel Insurance:

Medical & Travel Insurance is compulsory. All International Students must have appropriate and current medical and travel insurance from their departure from their native country to the date of return. Please have your Policy ready to show us or speak to us regarding details to obtain this.

Once the application and application fee has been received by the Director of the school, the following process will apply.

1. Application received and \$300 receipted.
2. If selected, the applicant will be invited to Auckland Montessori Primary school for an interview.
3. Once an offer has been made, the applicant has **14 days** to accept the offer in writing to the Director of the school and pay all the required fees.

Procedures once an enrolment has been received:

1. On receipt of a completed enrolment application, the parents will be informed of an interview time.

This interview will involve:

The prospective pupil

The parents

The designated caregivers (if applicable)

A translator (if required)

The Principal or nominated deputy

The teacher responsible for International Students.

The interview will consist of:

- Tour of the school
- Explanation of the Conditions of Enrolment
- Classroom and daily programme explanation
- Initial assessment of the level of English of the child will be conducted
- Ensuring the parents understand the Code
- Explanation of the designated caregiver's role and responsibility (if applicable)
- Making an appointment time to visit the home of the designated caregiver
- Answering any questions the family may have.

2. Parents will be informed in writing of school's decision within 7 days of the interview.

3. If there are no current available places, the parents will be notified and will be given the option of being placed on a waiting list.

4. When a place becomes available, they will be notified and given 14 days to accept or decline the placement.

5. Placement in a particular Year or class is at the discretion of the Principal.

Change of address

If enrolment is accepted the parents have 14 days, or less if they desire, to accept the placement by paying the fees. Once the fees have been received and receipted by the school, the pupil may attend Auckland Montessori Primary School.

CONDITIONS OF ACCEPTANCE

- 1. No student will be refused acceptance due to their level of English, as all levels of English proficiency are catered for.**
- 2. Students must observe the conditions of their Visa and student permit.**
- 3. All fees will be paid in full before enrolment. All additional costs stationery, etc. will be paid promptly, as required.**
- 4. The contract with the parents, the fees refund policy and other school policies will apply at all times.**
- 6. The student and parents will provide academic, medical and other information that is relevant to the well being and placement of the student.**
- 7. Parents must inform the school of any change of address, or the type of accommodation or change in contact details that apply to the student and family.**

REFUND POLICY

- 1. If you change your mind before coming to New Zealand, your full fees will be refunded less an administration fee of NZ\$300.00**
- 2. If you wish to withdraw after arriving in New Zealand, no refund will be given, except in the care of: Return home because of the student's serious illness or return home because of death or serious illness of a close member of the student's family. In these cases, under New Zealand law, Auckland Montessori Primary School must retain amounts to cover costs already incurred. The balance of fees received may be refunded. Medical evidence (i.e. a certified Doctors Medical Certificate, in English) must be provided.**
- 3. No Refunds will be made to students who are asked to leave AUCKLAND MONTESSORI PRIMARY SCHOOL because of misbehaviour or poor attendance.**
- 4. No Refunds will be made to students who wish to transfer to another educational institution for whatever reason.**
- 5. No Refunds will be made to students who return home for any reason other than those mentioned above in section 2.**

6. No Refunds will be made where students acquire permanent residency or their parents obtain a work permit after having enrolled at the School.

7. When requesting a refund for Homestay fees, students and parents are required to give 2 weeks' notice in writing, or 2 weeks' accommodation fees will be forfeited.