



# GARIN COLLEGE

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MOE Code of Practice Reg. No: 1062

## INTERNATIONAL STUDENT APPLICATION / ENROLMENT FORM

Please read the instructions below carefully before you complete this application/enrolment form:

- Complete this form in ENGLISH
- Complete ALL sections and PRINT your answers clearly
- READ and UNDERSTAND the enrolment conditions, refund policy and the student declarations
- SIGN this form with FULL understanding of all the rules and conditions
- ATTACH to this form any additional documentation that is required

Please attach  
a recent photo

### PERSONAL DETAILS

Family Name	Passport Number
First Names	Issuing Country
Preferred Name	Date of Birth
Gender:      Male [ ]      Female [ ]	Nationality
Religion	Ethnicity
Home Address	
Phone Number	Mobile Number
Fax Number	Email
Language Spoken at Home	

### PARENTS' INFORMATION & EMERGENCY CONTACT

Father's Name	Mother's Name
Occupation	Occupation
Telephone (Home) (Work) (Mobile)	Telephone (Home) (Work) (Mobile)
Address	Address
Email	Email
Nationality	Nationality
In case of emergency, who should we contact:	Father [ ]      Mother [ ]      Agent [ ]

**AGENT'S INFORMATION - if you are represented by an education agent**

Agent Name
Contact Person
Physical Address
Postal Address
Mobile number
Email address

*Note: All correspondences/documents will be forwarded to your agent when you appoint an agent*

**COURSE DETAILS**

Preferred Start Date	Intended Finish Date
Period of intended study at Garin College if less than one year: 1 term [ ]    2 terms [ ]    3 terms [ ]    4 terms [ ]	
Subjects requested: List your six preferred subjects (We will do our best to meet your preferred subject choices.) _____	
_____	
_____	
Who shall we send your regular reports and academic transcripts to? Agent [ ]    Father [ ]    Mother [ ]	
Which year level do you expect to enter: Yr 9 [ ]    Yr 10 [ ]    Yr 11 [ ]    Yr 12 [ ]    Yr 13 [ ]	
What do you intend to do after completing study at Garin College?	
How did you hear about Garin College?	

*Note: Garin College reserves the right to place students according to their language ability and academic performance*

**ENGLISH LANGUAGE PROFICIENCY - if English is not your first language**

What is your first language?
How many years have you studied English?
English level:    Beginner [ ]    Elementary [ ]    Intermediate [ ]    Advanced [ ]
If you have been tested in English (eg TOEFL, IELTS) Please give results:

**ACADEMIC DETAILS**

Name of School Currently Attending (or the name of the last school you attended)
Address of this School

Present level of study:	Junior High School Yr1 [ ] Yr2 [ ] Yr3 [ ] Senior High School Yr1 [ ] Yr2 [ ] Yr3 [ ]
School Email Address	School Website
Highest School Qualifications to date (Please include transcripts with your latest school report)	

### ACCOMMODATION

Which type of accommodation would you prefer?

Garin College Boarding Hostel [ ] (please complete a Hostel Application form)

Homestay [ ] (please complete section below)

### HOMESTAY APPLICATION

Have you been in a Homestay situation before? Yes [ ] No [ ]

If yes, then please explain \_\_\_\_\_

### HOME ENVIRONMENT

Please list the people living in your current household:

1. \_\_\_\_\_ Age: \_\_\_\_\_ 2. \_\_\_\_\_ Age: \_\_\_\_\_

3. \_\_\_\_\_ Age: \_\_\_\_\_ 4. \_\_\_\_\_ Age: \_\_\_\_\_

5. \_\_\_\_\_ Age: \_\_\_\_\_ 6. \_\_\_\_\_ Age: \_\_\_\_\_

Do you have a curfew time for returning home? Yes [ ] No [ ] If yes, what time?

What are your household responsibilities?

Do you have pets at home? If yes, what type?

### INTERESTS AND HOBBIES

What are your interests and hobbies?

Is there any food you do not eat:

Do you sing or play a musical instrument? If so state which:

List the sporting activities you are involved in:

Is there anything you especially want to do while you are in New Zealand?

What positive contribution can you bring to your host family?

What is the most important thing your homestay family must have?

Are you prepared to discuss problems with your host family and accept their 'house rules'? Yes [ ] No [ ]

Are you willing to take part in your homestay family activities? Yes [ ] No [ ]

Do you prefer to live with a family with children? No children [ ] Yes children [ ] Don't Mind [ ]

How do you intend to prepare yourself for your experience?		
Would you feel comfortable in a home with pets?	Yes [ ]	No [ ] Don't mind [ ]
Do you have relatives living in New Zealand? If yes, please state where		

**HEALTH AND MEDICAL INFORMATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

It is very important for us to know about any medical or psychological issues you have so we can keep you safe and healthy. Please provide details here.

If you will be required to take any prescription medications during your stay, please specify which medications and for what condition:

Have you ever had a serious illness or been admitted to hospital? Yes [ ] No [ ]  
 If yes, then please give details:

Do you smoke: Yes [ ] No [ ] (Note: smoking is not permitted at Garin College)

Have you ever experienced any of the following conditions:  
 Asthma [ ] Hay fever [ ] Diabetes [ ] Epilepsy [ ] Eating disorder (anorexia/bulimia) [ ]  
 Travel sickness [ ] Sleepwalking [ ] Migraine [ ] Heart Condition [ ]

Have you had the following immunisations: Tetanus Yes [ ] No [ ] Hepatitis A or B Yes [ ] No [ ]  
 Have you ever been exposed to TB? Yes [ ] No [ ] Do you have any known Drug Allergies or any other Allergies? If yes, please give details:

*Note: It is compulsory for all International students at Garin College to have current Medical Insurance at all times.*

**PHYSICIAN'S COMMENTS**

In your opinion, is the applicant healthy enough to travel to New Zealand and participate as an international student in New Zealand? Yes [ ] No [ ]

Please comment further on any health or psychological conditions or on-going treatment required for the applicant

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Is the applicant currently taking any prescription drugs, which he/she needs to continue while in New Zealand? Yes [ ] No [ ]

I have reviewed the medical history of this applicant and certify that all relevant medical information has been included and that the above information is complete and accurate.

Physician: \_\_\_\_\_ (Please print name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_



Parent or Agent: Please tell us about your son/daughter and your expectations of Garin College here:

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## ENROLMENT PROCESS

1. Complete this International Application/Enrolment form and return it to Garin College with the required documents.
2. If your application is successful you will receive a letter of Acceptance, an Offer of Place and an Invoice for the fees with details of payment procedures.
3. Once Garin College receives your payment, a receipt of fees paid will be forwarded to you.
4. Please use the receipt, the offer of place to apply for a student visa from the nearest New Zealand Embassy or High Commission. 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>
5. Hostel and Homestay arrangements will be made after payment of fees. You will be advised of details of your homestay family as soon as possible.
6. Please inform Garin College of your arrival details **as soon as possible** so we can arrange to meet you at Nelson airport.

### Refunds and Cancellation

The refund policy for fees of International students will be based on Section 4B (7) of the Education (No 4) Amendment Act 1991. The principal will act as the agent of the Board of Trustees in establishing the circumstances and the level of the fees to be refunded using the following guidelines.

1. If a student fails to take up the offer of placement, any fees already paid will be refunded in full less an administration charge of NZ\$500.00 to cover costs incurred by the college with at least 4 weeks notice before the course starts. If the notice is given in less than 4 weeks, 90% of the fees will be refunded less an administration charge of NZ\$500.00.
2. No refund will be made after the course has started unless for compassionate reasons. Refund will be made at the discretion of Garin College and student providing supporting documents.

### Conditions of Enrolment

You must:

1. Meet the Garin College expectations of International students.
2. Sign and follow the Garin College Rules for International Students.
3. Make an effort to integrate into our school so you can reach your academic potential
4. Declare all medical, psychological and academic information affecting your ability to succeed at Garin College

### **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. It is compulsory for all international students at Garin College (including group students) to have appropriate and current medical and travel insurance that will cover the cost of medical treatment in New Zealand for the duration of their stay in New Zealand. You can arrange this in your home country and provide us with evidence of the insurance policy or we can arrange it for you.

You will be required to complete a declaration in the Student Visa Application form stating that you:

- agree to arrange and hold insurance which your education provider considers acceptable, from the period of your enrolment until the expiry of your student visa, unless you depart New Zealand earlier; and
- understand that holding insurance will be a condition of your visa and that you may become liable for deportation if you do not hold insurance, from the period of your enrolment until your visa expires, unless you depart New Zealand earlier; and
- understand that you may have to provide evidence of having held acceptable insurance with any further visa application
- if you come to study on a visitor visa proof of insurance is still required as per the Code of Practice for the Pastoral Care of International Students.

### **Eligibility for Health Services**

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at [www.moh.govt.nz](http://www.moh.govt.nz)

### **Accident Insurance**

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents, and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at [www.acc.co.nz](http://www.acc.co.nz)

### **Fees Protection Policy**

The school is required to ensure that all students' fees are protected in the event that the school is unable to continue to offer tuition to international students. The Garin College Board of Trustees undertakes to hold enough funds in reserve to protect fees and these will be refunded should courses be cancelled.

### **Code of Practice**

Garin College 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 college or from the New Zealand Ministry of Education Website at: [www.minedu.govt.nz](http://www.minedu.govt.nz)

### **Immigration**

Full details of visa and permits 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 [www.immigration.govt.nz](http://www.immigration.govt.nz)

## STUDENT AND PARENT DECLARATION

1. I declare that all the information supplied in this application and the attached documents is correct and complete. I understand that if I provide any false information, the Offer of Place from Garin College will be withdrawn and New Zealand Immigration Service will be informed.
2. I have read/understand and accept the enrolment, payment and refund policy. In signing this form I undertake to comply with Garin College's student expectations as explained in the Garin College prospectus.
3. Privacy Act 1993. I authorise any person or company to provide to Garin College such information as required in responses to enrolment enquiries. I further authorise Garin College to furnish any Governmental organisation or agency and to any other third party, including my parents/guardian, details of my enrolment applications and subsequent dealings. Such information includes attendance and academic records, progress and monitor of welfare [including homestay report].
4. I acknowledge that I must have travel and medical insurance while I am studying at Garin College.
  - I have included a copy of my academic record for the last year (verified and translated into English).
  - I have included a letter of recommendation from my school.
  - I have included evidence of my English ability (see introductory letter to student).
  - I have attached a recent photo of myself.
  - I have answered all the questions.

I have read the prospectus and other information about the school and I agree to and accept the rules, expectations, conditions and charges determined by the Board of Trustees of Garin College and the Proprietor.

## STUDENT AND PARENT SIGNATURES

Signature and name of applicant (prospective student)

Signature	Print Name	Date

Signature of first parent or guardian of applicant    Father [ ]    Mother [ ]

Signature	Print Name	Date

Signature of second parent or guardian of applicant    Father [ ]    Mother [ ]

Signature	Print Name	Date