

APPLICATION FOR ADMISSION



ST PAUL'S COLLEGIATE SCHOOL

Private Bag 3069, Hamilton 3240, New Zealand
Telephone: +64 7 957 8899 Facsimile: +64 7 957 8833

Entry Information

FORM	YEAR OF ENTRY	DAY STUDENT <input type="checkbox"/>	BOARDER <input type="checkbox"/>
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Pupil Information

SURNAME	CHRISTIAN NAME (S)	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>
USUAL NAME	DATE OF BIRTH (dd/mm/yy)	ETHNIC ORIGIN	
LANGUAGE (S) SPOKEN AT HOME		RELIGION/DENOMINATION	
PRESENT SCHOOL		PRESENT CLASS	
PLEASE INDICATE CITIZENSHIP/PERMANENT RESIDENCY STATUS			
New Zealand Citizen <input type="checkbox"/>		Permanent Resident <input type="checkbox"/>	Other <input type="checkbox"/>
CITIZENSHIP OTHER THAN NZ			
IF YOU ARE NOT A NZ CITIZEN OR PERMANENT RESIDENT, PLEASE INDICATE THE TYPE OF VISA YOU HOLD			
Student Visa <input type="checkbox"/>		Work Visa <input type="checkbox"/>	Visitor Visa <input type="checkbox"/>
WHERE WAS YOUR VISA ISSUED	DATE OF ISSUE	EXPIRY DATE	

Parent/Guardian Information

ARE YOU THE FATHER OR LEGAL GUARDIAN OF THE CHILD?		TITLE (Mr, Dr, Rev, etc)
CHRISTIAN NAME	SURNAME	HOME PHONE
STREET ADDRESS		TOWN/SUBURB
CITY	POST CODE	RELIGION/DENOMINATION
OCCUPATION	BUSINESS NAME BUSINESS ADDRESS <i>including town or city</i>	
BUSINESS PHONE/CELLULAR	FACSIMILE	EMAIL

Parent/Guardian Information

ARE YOU THE MOTHER OR LEGAL GUARDIAN OF THE CHILD?		TITLE (Mrs, Ms, Miss, Dr etc)
CHRISTIAN NAME	SURNAME	HOME PHONE
STREET ADDRESS		TOWN/SUBURB
CITY	POST CODE	RELIGION/DENOMINATION
OCCUPATION	BUSINESS NAME BUSINESS ADDRESS <i>including town or city</i>	
BUSINESS PHONE/CELLULAR	FACSIMILE	EMAIL

International Students - Guardian in New Zealand

SURNAME(S)	CHRISTIAN NAME(S)	TITLE (Mr, Mrs, Dr etc)
STREET ADDRESS		TOWN/SUBURB
CITY	CONTACT TELEPHONE	RELATIONSHIP TO STUDENT

Other Custodial Information

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Account Information

SURNAME(S)	CHRISTIAN NAME(S)	TITLE (Mr, Mrs, Dr etc)
STREET ADDRESS		TOWN/SUBURB
CITY	POST CODE	CONTACT TELEPHONE CONTACT EMAIL

Correspondence Information

SURNAME	CHRISTIAN NAME	TITLE (Mr, Mrs, Dr etc)
STREET ADDRESS		TOWN/SUBURB
CITY	POST CODE	COPIES TO

School Affiliations

SON OR DAUGHTER OF ST PAUL'S OLD COLLEGIAN?	IF SO, PLEASE LIST HOUSE
BROTHER OR SISTER NOW ATTENDING?	IF SO, PLEASE LIST HOUSE
BROTHER OR SISTER AN OLD COLLEGIAN?	IF SO, PLEASE LIST HOUSE

Additional Information

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For Office Use Only

Date Application Acknowledged	Date of Interview	Date Letter of Offer Sent
Enrolment Fee Receipt No.	Date of Fee Paid	Date Joining Instructions Sent
House	Office Computer Number	Enrolment DB Number

St Paul's Collegiate School - Declaration and Agreement

I/we agree that on the acceptance for admission of the student, I/we will abide by the following terms and conditions of enrolment:

Payment of Fees:

1. I/we accept responsibility for and shall pay all school fees which include tuition (and boarding) fees, and any other fees and expenses levied by the Board of Trustees.
2. Fees are as published and shall be fixed by the Board of Trustees from time to time (with or without prior notice). **They are payable month in advance.**
3. **Fees and disbursements are payable within 21 days of the date of the account.**
4. **All fees and other moneys not paid by the due date shall bear interest** at a rate fixed from time to time by the Board of Trustees.
5. **Each parent or guardian or other person signing this form personally accepts responsibility for the full amount of all moneys payable** in respect of a student.
6. No fee is refundable where the student does not start or does not complete a full term.
7. **Where fees remain unpaid and no arrangement has been made with you** as to their payment, **then the Board of Trustees will require you to remove the student from the school.**
8. All costs incurred in the recovery of outstanding fees or other moneys are payable by the persons signing this agreement;
9. I/we agree to either pay: **(Please tick the appropriate box)**
 - a) the full annual fees in advance, by cheque, cash or electronically by EFTPOS, direct debit or funds transfer.
 - b) fees as described in (3) above, by direct debit, or electronic transfer.
 - c) fees in accordance with an agreed payment plan whereby they are paid electronically from my/our bank account(s) by way of direct debit or automatic payment.

Enrolment Fee:

10. An enrolment fee at such rate as shall be fixed by the Board of Trustees from time to time (with or without prior notice) for boarders and day students shall be paid following a student being accepted by the Headmaster for entry at the school;
11. Only one enrolment fee per family shall be payable.
12. The enrolment fee shall not be refundable where a student has been accepted for entry to the school but fails to take up the position.
13. A non-refundable deposit on account as set by the Board of Trustees from time to time.

Notice of Withdrawal:

14. One full terms notice in writing to the Headmaster is required before the withdrawal of a student and such notice shall take effect only at the end of a term.
15. The notice required must be given not later than the beginning of the term at the end of which a student is to leave, and in the event that such notice is not given by the date required, then the following term's fees shall be payable;
16. Verbal notice of withdrawal cannot be accepted.
17. The question of a student's withdrawal should always be a matter for consultation between the Headmaster and the parents/guardians.
18. If parents/guardians intend their child to leave at the end of the school year and can give more than one terms notice of their intention, this will aid greatly in the allocation of places.
19. Where the student is required to leave the school under the Rules and Conventions / Standards of Conduct clause in the School Handbook, the full fee for the term will remain payable and no refund will be given.

Standards of Conduct:

20. I/we agree that the student is subject to the rules and discipline of the school. A copy of the school rules is printed in the School Handbook and a copy is available for perusal at the school office. I/we agree that we will become fully familiar with these rules.
21. The school reserves the right to request the withdrawal of the student for any serious breach or repeated breaches of the Rules and Conventions / Standards of Conduct clause in the School Handbook.
22. In the event a student is not withdrawn from the School upon request the Board of Trustees may expel a student for any serious breach or repeated breaches of the Rules and Conventions / Standards of Conduct clause in the School Handbook.

Disclaimer of Liability:

23. The School accepts no responsibility for any injury suffered by the student or loss of or damage to property whilst he/she is in the care of the school, and I/we agree not to seek recovery from the school in these situations.

NZ Privacy Act 1993 and amendments:

24. I/we will notify the school of any change in the information contained in this application form, including any changes of address, telephone or fax numbers and email addresses, as soon as soon is reasonably practical;
25. I/we acknowledge that the purpose of the collection of this information is to provide for the administration of educational services and general advancement of the student;
26. I/we agree that this information may be released to appropriate parties outside the school at the discretion of the Headmaster, including where it relates to the education, health, welfare, or safety of the student.
27. I/we give permission to publish our son/daughter's details in the school address book;
28. I/we authorise the school to:
 - a. collect, retain and use any information provided by me/us, for the purpose of assessing my/our creditworthiness or for marketing products and services to me/us; and
 - b. disclose any such information, whether such information is provided by me/us directly or obtained by the school from any other source, to any other credit provider or any credit reporting agency for the purposes of providing or obtaining a credit reference, debt collection or notifying a default by me/us.
29. I/we acknowledge that I am an individual / we are individuals, and the authorities under clause 28 are authorities or consents for the purposes of the Privacy Act 1993.
30. I/we shall have the right to request the school for a copy of the information about me/us retained by the school and the right to request the school to correct any incorrect information about me/us held by the school.

Signed _____	Signed _____
Full Name _____	Full Name _____
Date _____	Date _____

For your records, a copy of this application form, Declaration and Agreement, will be forwarded to you upon confirmation of enrolment