

Matamata College

International Student Application
for Admission

2017



Matamata College will enroll International Students in accordance with the Board of Trustees agreed criteria as noted in the International Fee-Paying Student Policy for Enrolment, Entry Selection and Data required; and in accordance with the New Zealand Education Act, 1989. Matamata College has agreed to observe the guidelines outlined in; "the New Zealand Qualifications Authorities(NZQA)" Code of Practice for the Pastoral Care of International Students, revised 2010/2013' Copies of the Code of Practice can be downloaded from www.nzqa.govt.nz

Section A: Personal Details

-All applicants must complete this section

1 Name as shown in passport

Family/last name _____

Given/first name(s) _____

2 Date of birth _____ (DD/MM/YYYY) 3 Gender Female/Male (please circle)

4 Country of citizenship _____

5 Passport details

Number _____ Country of Issue _____

Date Issued _____ (DD/MM/YYYY) Expiry Date _____ (DD/MM/YYYY)

6 Your residential address in your home country

Address _____

Telephone (Home) _____ Telephone (Mobile) _____

7 If you are already in NZ, your address in NZ → if not applicable, go to Section B

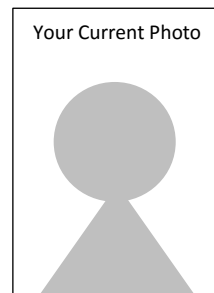
Address _____

Who do you live with? * _____ (e.g.: my own parents, my uncle etc.)

Telephone (Home) _____ Telephone (Mobile) _____

The Code definition of 'legal guardian' means:

- The person with the legal right and responsibility to provide for the care (including education and health) of an international student and appointed by a NZ or foreign court, or by testament, and
- Providing for the care of the student in the student's home country. Other relatives **are not** legal guardians and will normally be categorised as designated caregivers.
- Natural parents of an international student are defined as legal guardians under the Code.
- Matamata College will ask to see legal proof of the guardianship and seek legal advice on the authenticity of any documents.
- A guardian (support person) is different from a legal guardian. When a student has a guardian (support person), this person has no legal authority to make decisions for the student.



Your Current Photo



Section B: Family Information

-All applicants must complete this section

① Details of your parent(s)

Father

Full name _____ Occupation _____

Residential Address _____

(if different from Section A-⑥)

Telephone (Home) _____ Telephone (Mobile) _____

Email address _____

Mother

Full name _____ Occupation _____

Residential Address _____

(if different from Section A-⑥)

Telephone (Home) _____ Telephone (Mobile) _____

Email address _____

② Details of legal guardian (other than parents)

→if you **do not** live with your natural parent(s) in your home country, complete this section. Otherwise, go to Section C.

Legal guardian (see definition in Section A-⑦)

Full name _____ Title _____ (e.g.: Mr, Mrs etc.)

Residential Address _____

Telephone (Home) _____ Telephone (Mobile) _____

Email address _____

→Supporting document(s) to prove that this person is your legal guardian:

1. _____
2. _____
3. _____ (e.g.: the student's birth certificate)

*Please provide a copy of these documents **translated into English**.



Section C: Accommodation Information in NZ -All applicants must complete this section

Matamata College has a Homestay Manager who is available to assist students with all types of accommodation issues. She also arranges homestays for our international students and she is available 24/7 during the school year and she can be contacted by mobile. We also provide regular face-to-face meetings with our international students where they can discuss their homestay issues with our homestay manager.

① At Matamata College, our international students can choose to live in one of the following 4 categories. Please tick (✓) one of the following accommodation categories you wish to choose in provided.

Option 1: I will be living with a homestay family arranged by Matamata College

→We will arrange a suitable homestay family for you and send you a homestay profile in due course

Option 2: I will be living with a homestay family arranged by my agent

Name and address of accommodation in NZ if known:

Name _____

Address _____

Telephone (Home) _____ Telephone (Mobile) _____

Email address _____

→Your agent will need to meet the following requirements to satisfy Matamata College to establish the genuineness of the arrangement

- A copy of the latest homestay visit report of the assigned family (no more than 6 months old) conducted by the agent should be provided to Matamata College
- A note to say that the policy vetting was conducted and the result was satisfactory should be provided to Matamata College
- If Matamata College is in any doubt of the required standards at the assigned homestay, we will request to conduct a visit of our own to the homestay with an agreement from the agent

Option 3: I will be living with my relative/close family friend (Designated Caregiver)

Name and address of accommodation in NZ if know:

Name _____

Address _____

Telephone (Home) _____ Telephone (Mobile) _____

Email address _____

→The designated caregiver will need to meet the following requirements to satisfy Matamata College to establish the genuineness of the relationship

- An designated caregiver agreement and an indemnity document signed by the parent(s) of an international student (**Must not** be signed by an agent or anyone else)
- A copy of the designated caregiver's passport and visa (to ensure that it is valid for the period of the student's enrolment) to be provided to Matamata College
- Participate in a home visit by our Homestay Manager and meet an acceptable standard
- A person who is a boarding establishment owner, manager, or employee cannot act as a designated caregiver of an international student



Option 4: I will be living with my parent(s) including my legal guardian

Name _____

Address _____

Telephone (Home) _____ **Telephone (Mobile)** _____

Email address _____

→The parent(s) of an international student will need to meet the following requirements to satisfy Matamata College to establish the genuineness of the relationship

- A copy of the parent(s)'s passport and visa (to ensure that it is valid for the period of the student's enrolment) to be provided to Matamata College
- If Matamata College has any doubt as to whether a person is a parent or legal guardian, we will ask to see legal proof of the guardianship and seek legal advice on the authenticity of any documents

2 Answer the following questions so we understand more about you.

Your family member: Who do you live with in your home country?

Name	Date of Birth (DD/MM/YYYY)	Occupation	Relationship (e.g. father, sister)

- Do you like young children? Yes / No (please circle)
- Do you like animals? Yes / No (please circle)
If no, which animals do you dislike and why? _____
- Are you allergic to animals? Yes / No (please circle)
If yes, what medications do you take? _____
Medical certificate(s) relate to your animal allergy attached with this application? Yes / No (please circle)
If no, please explain your reason and indicate when you will be able to submit us the certificate(s) by:

It is a requirement for you to provide the detailed medical certificate from your doctor which explains your medications and it must be translated into English.

- Do you smoke? Yes / No (please circle)
In NZ, it is illegal to smoke if you are under the age of 18
- Do you like to live on a farm? Yes / No (please circle)
- Do you suffer from any illness/allergies that Matamata College should know about? Yes / No (please circle)
If yes, please write down the details:



Are medical certificate(s) related to your illness/allergies attached with this application?

Yes / No (please circle)

If no, please explain your reason and indicate when you will be able to submit us the certificate(s) by:

It is a requirement for you to provide the detailed medical certificate from your doctor which explains your medications and it must be translated into English.

- Do you have any special diet that Matamata College should know about? Yes / No (please circle)

If yes, please write down the details:

- Please tell us about your family (write in English):

- Please tell us about yourself. What do you enjoy doing? Please describe your personality (write in English):

- What would you like to see or do during your time in NZ?(write in English):

- Please tell us your interests/ hobbies (write in English):



- If you have requested Matamata College to find a homestay for you, please write a letter to your future homestay here including what you would like to do with them during your time in NZ in English.

A large rectangular area with horizontal dashed lines for writing a letter.

**Please also attach your photos here (photos of yourself, your home, your family or any pets) – do not attach originals*



Section D: Arrival & Departure Information -All applicants must complete this section

Matamata College can arrange shuttle bus transport from Auckland International Airport (or any other airports within NZ) to your homestay family for an additional cost.

1 Do you want Matamata College to arrange transport from the airport to Matamata Yes / No (please circle) →
If Yes, go to Section D-**3**. If No, go to Section D-**2**

2 If you do not require shuttle bus transport from Matamata College, how will you arrive in Matamata? Please tick (✓) one of the following categories in () provided.

- () I will arrive with my agent
- () I will arrive with my support person
- () I will arrive with my parent(s)/legal guardian
- () Other: Explain how: _____

Please provide the following information if you are not using our shuttle bus transport but have requested us to find a homestay for you so that we can inform your homestay of your arrival details:

Arrival Date in Matamata: _____ (DD/MM/YYYY)

Estimated Time of Arrival in Matamata: _____ Contact Ph.: _____

Will you be dropped off at your homestay? Yes / No (please circle)

If No, write down where you will be dropped off: _____ (e.g.: in front of Matamata College)

3 Please provide us your flight arrival information (if known):

Arrival Airport: _____

Arrival Time: _____ Flight Number: _____

Other information or Requirements (e.g. Unaccompanied Minor Service) that Matamata College should be aware of:

4 Please provide us your flight departure information (if known):

Departure Airport: _____

Departure Time: _____ Flight Number: _____

Do you want Matamata College to arrange transport from Matamata to the airport? Yes / No (please circle)



Other information or Requirements (e.g. Unaccompanied Minor Service) that Matamata College should be aware of:

Section E: Insurance Information

-All applicants must complete this section

Travel and Medical insurance is **compulsory** for international students coming to NZ (with the exception of students funded under Official Development Assistance or Commonwealth Scholarship and Fellowship funds). Under the Code, international students may choose any insurance company to purchase their insurance policy. Students are able to purchase insurance from their home countries or from New Zealand based Insurance suppliers. However, please check to make sure that the following aspects are covered when purchasing insurance policies to come to study at our school:

Guidelines for minimal cover of your Insurance

1. Health cover while in New Zealand

- medical expenses incurred for the treatment of illness and/or injury (in excess of ACC cover) that requires surgery and/or hospitalisation – unlimited sum insured
- medical evacuation related to serious illness and injuries – unlimited sum insured
- emergency dental treatment
- costs for family members' travel in the event that the student suffers a serious illness or injury

2. Repatriation, search and rescue

- repatriation and expatriation in the event a student has to return home following an injury or illness which interrupts their study plans
- return of mortal remains/funeral expenses - including travel costs for family members, repatriation of remains, and funeral costs
- search and rescue operation to locate the insured

3. Travel into and out of New Zealand

- missed flights or delays for travel into and out of New Zealand
- medical expenses incurred for the treatment of an illness and injury incurred during the travel.

4. Personal liability

- negligence causing bodily injury (including death) of another person or loss of or damage to property
- false arrest and wrongful detention

Please also make sure that:

- 1) The insurance company that you are about to purchase your insurance policy from is a reputable and established insurer with a credit rating no lower than 'A' from Standard and Poor or B+ from AM Best.
- 2) Your insurance company is able to provide services 24 hours a day, 7 days a week
- 3) If your original insurance policies are written in languages other than in English, please arrange a copy of your insurance policies translated into English. Alternatively, written attestation from your insurance company that the insurance policy you purchased meets the minimum standards recommended by the guidelines above.

1 Please choose one of the following options for your Travel and Medical Insurance arrangement and tick (✓) in provided:

Option 1: I would like Matamata College to arrange Travel and Medical insurance on my behalf and bill me for this together with school fees.



Option 2: I have not yet taken out Travel and Medical insurance, but agree to do so and will provide proof of this to Matamata College on acceptance of this application. → Your insurance certificate needs to meet the guidelines set out above and also needs to be translated into English.

Option 3: I already have Travel and Medical insurance and have provided the details below:

Insurance Company: _____ Insurance Policy Number: _____

Policy Start Date: _____ Policy End Date: _____

→ a copy of your policy needs to be provided to Matamata College. Your insurance certificate needs to meet the guidelines set out above and also needs to be translated into English.

Section F: Support Person Information

-All applicants must complete this section

If you have someone who can support you while you are studying in NZ, the person is called either a guardian or support person. Please provide the details of the person in the section provided below. This person is not your legal guardian or your natural parents and therefore, she/he does not have any legal authority to make decisions for you or on behalf of your natural parents/legal guardian. From 2016, it is compulsory for all our international students to have a support person who lives in NZ. If you do not have one organised by your agent or parents, you must purchase Matamata College’s guardianship service which is \$3,000 per year.

Name _____

Address _____

Telephone (Home) _____ Telephone (Work) _____

Telephone (Mobile) _____ Email address _____

Section G: Study Information

-All applicants must read, understand, and complete this section

1 Answer the following questions so that Matamata College will be able to assess your proficiency and career intentions.

a) Name of the last school attended: _____

b) Year Level at the last school: _____

c) Leaving date of the last school: _____ (DD/MM/YYYY)

d) Have you taken your own English proficiency test? (e.g.: TOEIC, TOEFL/ IELTS) Yes / No (please circle)

→If Yes,

Name of test: _____ Score: _____ Date Taken: _____

e) What are your 3 favorite subjects at school?

1: _____

2: _____

3: _____

f) Which Year level do you wish to study at while you are at Matamata College? Year _____



g) What are 3 goals you would like to achieve in the future?

1: _____
 2: _____
 3: _____

h) What do you want to study in NZ?

i) What would you like to do at Matamata College?

3 Matamata College requires the following documents with your application. They must be true and translated into English.

1. Your most recent full school report.
2. A Reference or Testimonial from the Principal or Senior Teacher of your current school to show:
 - a. Record of Attendance
 - b. Your general ability to study.
 - c. Your competence in English.
 - d. Your ability to adjust to a new environment.
 - e. Your strengths and character.

Have you included all the documents with you application? Yes / No (please circle)

If no, please explain your reason and indicate when you will be able to submit us the documents by:

Section H: Student Health Information

-All applicants must complete this section

It is important to disclose all previous, present or on-going medical, behavioural or learning conditions that you have experienced. Please attach any documents that may help us understand your medical or learning needs.

This information will be treated confidentially to ensure the privacy of the student.

1 Immunisations

	Date		Date		Date		Date
Diphtheria		Measles		Mumps		Rubella	
Pertussis		Hepatitis A		Hepatitis B		Varicella-Chickenpox	
Influenza		Tetanus		Meningococcal		Other	



2 Allergies or Sensitivities

It is a requirement for you to provide the detailed medical certificate from your doctor which explains your conditions and treatments. It must be translated into English.

Allergy	Date: Cause	Severity of Reaction	Treatment Required
Medicines			
Insect Bites/Stings			
Food			
Plants			
Animals			
Travel Sickness			
Other			

3 Other Conditions

Condition	Date:	Medication	Condition	Date:	Medication
Asthma			Kidneys/Bowel		
Back - Neck			Menstrual		
Blood			Skin Conditions		
Eyes			Dental		
Headaches			Other		
Hearing					
Heart					

For us to consider the best course of study for you, it is important to disclose any information regarding any of the following experiences. This information will allow us to understand your needs and will not necessarily exclude you from studying at Matamata College. Have you experienced any:

- Injuries _____
- Surgery _____
- Anxiety or Depression, Self-harming, Eating Disorders, etc.:

- Behavioural or Learning Difficulties ADHD, Dyslexia, Memory, etc.:

- Other:



- Do you smoke? Yes / No (please circle)

If yes, please describe your smoking habits:

In NZ, it is illegal to smoke if you are under the age of 18

Section I: Student Health and Safety Rules

-All applicants must complete this section

While studying at Matamata College this student must agree to the following rules below. Please read them carefully and in to show that you understand and agree with the rules:

1. I will NOT:

- Buy or smoke cigarettes or tobacco
- Buy or drink alcohol
- Buy or use illegal substances
- Drive a car or motorcycle
- Engage in sexual activities

2. I will :

- follow the Matamata College School Rules.
- follow the Laws of New Zealand.

Section J: Medical Authorisation and Liability Statement

All applicants must complete this section

Please read them carefully and in to show that you understand and agree with them:

- We have provided all medical, behavioural, learning conditions that may affect the study or Welfare of our child while living in New Zealand.
- We give permission for this information to be shared in confidence with homestay carers, teachers, doctors or guidance counsellors, as required.
- We give permission for, International Dean, Homestay Manager or Home-stay carer, to give 'over the counter' medication for pain-relief as required (pain relief, throat lozenges, allergy medication, and antihistamine cream) and prescribed medications when needed.
- We give permission for the Principal or a designated representative; (the Director of International Students, International Dean or Homestay Manager) to make any decision on our behalf, to get medical advice or treatment in an emergency situation if we, our agent or guardian cannot be contacted. **This may include:**
 - a. x-ray examinations
 - b. anaesthetic
 - c. medical diagnosis or treatment
 - d. surgical diagnosis or treatment
 - e. hospital care
 - f. dental treatment
 - g. counselling
 - h. transportation to our home country
- We agree that any of the above treatments will be given under the supervision of a registered doctor, surgeon or dental practitioner; at a registered medical centre, hospital or dentist's rooms.
- We agree that the Principal or a designated representative can take any of the above actions, without incurring any liability or expense.



- We agree that this authorisation is valid for the entire duration of our child's period of study.

Signature of Parent/legal guardian _____ Date: _____

Section K: Travel Authorisation

-All applicants must complete this section

Please read them carefully and ✓ in to show that you understand and agree with them:

- We give our permission to the Principal or his designated representatives (the International Dean or Homestay Manager) to give informed consent for our child, to travel in safe conditions as required for school activities during his/her time at Matamata College.
- We understand that this authorisation is given only when our child is travelling and supervised by a host parent / family member or by a representative of Matamata College.
- We understand that representatives of Matamata will do all that they can to ensure that our child will **NOT** be allowed to travel unsupervised or with any driver who does not hold a valid New Zealand Full Driver's Licence or in a vehicle which does not have a current Warrant of Fitness and registration.
- We understand that this authorisation is valid for the entire time our child is participating in the College programme.

Signature of Parent/legal guardian _____ Date: _____

Section L: Programme Liability

-All applicants must complete this section

Please read them carefully and ✓ in to show that you understand and agree with them:

- We agree to reimburse the host family, Matamata College staff, students or people within the community, for any loss, theft or damage caused by this student while studying at Matamata College.
- We agree, that we are signing all contracts voluntarily, with full understanding and without reservations.

Section M: Personal Information Guidelines Collected

by Matamata College

-All applicants must read and understand this section

The information provided on the school enrolment forms and other related information provided by families is required to enable the school to comply with its purposes and functions under the Education Act 1989 and other enactments. This information will be held by the school and used in the following ways:

1. Within the school, relevant personal information on individual students and families will be available to members of Staff or those duly appointed and responsible for:
 - a. Enrolment and academic progress at school
 - b. Administering fees and other charges
 - c. Maintaining and updating records
 - d. Providing additional academic and personal support
 - e. General administration of school activities



- f. Supporting welfare of students
- g. Those engaged in these activities will be responsible to the Principal.
2. The school is also required to provide some personal information; usually name, date of birth, parental contacts to certain agencies. The agencies which may require the school to provide this information include:
 - a. Ministry of Education
 - b. Special Education Services
 - c. New Zealand Police
 - d. Department of Justice
 - e. New Zealand Children Young Persons and their Families Service
 - f. Waikato District Health Board
 - g. New Zealand Income Support Services
3. The school may provide the Public Health Nurse with enrolment and contact information.
4. The school may provide names, addresses and phone numbers to the Parent-Teacher Association.
5. The school provides academic and personal records, and confidential references, for students enrolling at other institutions, e.g. poly technics, universities, and when students transfer to another secondary school.
6. With a student's approval the school provides to employers, on request, confidential reports, when students apply for positions.

We have read and understood the information in this Section.

Signature of Parent _____ **Date:** _____

Signature of Student _____ **Date:** _____

Section N: IT Acceptable Use Policy for Students

All applicants must read and understand this section

Matamata College is a member of SchoolZone—a service operated by Spark—which enables the College to connect to other schools via Video Conferencing as well as connect to the Internet.

Please read them carefully and provide your signatures in the section provided:

① ICT Resources

- Supervision by a staff member is mandatory if you wish to use the network and the Internet. The supervisor may be a teacher, IT technician or Librarian.
- Protect and care for all IT equipment. Report damages immediately.
- Spend your computer access time and computer resources on meaningful tasks.
- Hacking of computer systems is strictly prohibited.

② Personal Resources

- Your Home Drive is a private area and no other student has the right to gain access to this area.
- Do not store excess pictures, video or sound files in your home drive; storage space is limited.
- Always respect the privacy of files of other users. Do not attempt to gain access to the file areas of other students, staff or administration areas.
- The ICT administrator or his/her designate have the right to view any material stored in student drives, USB sticks or on disks that you intend to use on the school computers.
- The ICT administrator or his/her designate have the right to delete any files or folders from student work spaces to make more space available or if the material is deemed inappropriate.



3 Passwords

- Protect your password. You are responsible for your password. If you share your password and it is used inappropriately you will also be held responsible.
- If you inadvertently discover another student or Staff password then report it as soon as possible to the IT Technician.

4 Software

- Do not install or use personal or pirated software on the school computers.
- Do not download or run executable files (*.exe) or scripts unless it is part of your school studies and you have been granted permission.
- All software or other resource material is to be installed only by the IT Technician
- You are not permitted to use software designed to gain illegal access to prohibited parts of the network or to generate passwords.

5 Internet

- Access to the Internet is available from all computers on the network upon acceptance of this policy (AUP).
- Under no circumstances should you view, upload or download any material which is likely to be unsuitable for students or schools. This applies to any material of a violent, dangerous, racist, or inappropriate sexual content. A sensible rule to follow is never view, send or access materials which you would not want your teachers or parents to see.
- Be cautious of the information given by unknown sources. Remember not all information on the Internet can be relied upon.
- Do not download or upload any material or use material which is copyright. Always seek permission from the owner before using any material from the Internet. If in doubt or you cannot obtain permission, do not use the material.

6 E-mail

- All students have initial access to their personal e-mail account through Google email. This is a privilege not a right.
- E-mail is provided to allow you to send information to and from school or to mail work to your teacher. It is not provided for personal conversations unless related to school work.
- Do not open attachments sent from unknown sources. Have your personal attachments virus checked before opening.
- Hotmail, Instant Messaging and similar Internet communications are not to be used without permission.
- Use appropriate etiquette when sending e-mails. Do not use language that you may later regret.

7 Games

- Games may be played only with the permission of the supervising person. Do not assume that you have the right to play games. Playing games is a privilege not a right.
- Supervised games are provided at lunchtime in designated computer labs. Do not attempt to add your own games.

8 Printing

- Printers are provided for producing hard copy of appropriate school work. There is no additional fee for printing other than the College's duplicating part of the school fees.
- Personal printing may be done upon request at a cost of 10c per sheet. Any inappropriate printing done during school time will also incur this charge. Colour printing will cost 30c per sheet regardless of the amount of colour content.



9 CONSEQUENCES

The College maintains monitoring software which traces the actions of all users. If you are found to be using the ICT equipment inappropriately by disobeying the policies stipulated above then action will be taken. This may include:

- Writing a simple imposition about your actions
- Loss of some computer rights for minor offences
- Loss of Internet access
- Restricted seating position while in a computer lab
- Restricted access to software
- Complete ban from all computer use. This may have consequences for your school work.
- Involvement of the Principal, Deputy Principal or IT Manager depending upon the seriousness of the offence.
- Involvement of the Law in serious offences such as hacking or virus distribution.

10 Internet use in your homestay (if you stay with one of our registered homestays)

In NZ, each homestay has their monthly data package that they sign up with their internet provider. Their downloadable data per month varies ranging from 30GB to unlimited depending on their family need. Most of our homestays do not sign up for an unlimited data package as it is very expensive. Being able to use internet at your homestay is considered as a privilege and it is not a right. Please be considerate when downloading files and accessing sites at homestay. If you use a lot of data and exceed your homestay's monthly data capacity, you are responsible for paying for the any additional fee incurred. You must respect your homestay's internet rules and must not download or access inappropriate sites and files.

We have read and understood the information in this Section.

Signature of Parent _____ Date: _____

Signature of Student _____ Date: _____

Section O: Conditions of Enrolment

-All applicants must read and understand this section

Please read them carefully and provide your signatures in the section provided:

1 Enrolment

- Must meet the schools definition of an International Fee-paying Student.
- Must complete the schools application and **provide all required information** including a copy of their most recent school report translated into English.
- Must produce references which confirm that they are of good character and have a genuine desire to learn English. They must provide a copy of their school attendance to show they have had a good record of attendance at their most recent school **or** they must provide a letter of justification for poor or non-attendance.
- The Principal will conditionally offer a place to a student by sending a Conditional Offer of Place, an invoice of tuition fees and Homestay fees (if applicable). Where there is any doubt in the level of English ability of the student, this must be established before the Principal will officially enrol the student.
- The student must have an adequate command of the English language to fit in with a suitable programme of study. (*See Section G: Study Information*) If English competency has not been met, then the school may make it a condition that this student attends an English language school **before enrolment** at Matamata College is approved.
- The Principal will only accept enrolment on receiving the payments in full and all other necessary information requested by Matamata College. Only then, Matamata College will issue a confirmed offer of place to the student
- The school has the right to assess this student's learning level and after consultation with the Principal, International Dean or Representative and agent on behalf of the parents will decide the level of study this student will undertake.
- The school has the right to place the student in appropriate courses which are most likely to meet the learning needs and expectations of the student / parents. **This may result in extra tuition costs.**



- I. The applicant student must agree to abide by the school rules as they apply to international students and they must sign a tuition and rules agreement during orientation.
- J. All appropriate supporting documentation must accompany the application.
- K. **After Enrolment**, if it is found that any information given to the school before enrolment was misleading and/or false, this may lead to the student being excluded from the school.
- L. **After Enrolment**, if it is apparent that the student needs intensive English language tuition or is a special need student, then the parents are responsible for any extra costs that are incurred by the school in providing special support.

We have read and understood the information in this Section.

Signature of Parent _____ Date: _____

Signature of Student _____ Date: _____

Section P: Refund and Withdrawal Policy

-All applicants must read and understand this section

There may be circumstances which may cause a change in plans. The following details the fees refund policies for fees and homestay based through Matamata College

School Fees

- 1. If you withdraw from your course of study before the course completion date you may be eligible for a refund of school fees.
- 2. An application for refund of fees must be made in writing. You must write to the Principal explaining why you have withdrawn from the course and your reasons for seeking a refund.
- 3. If your application is made before the start of our course, your fees will be refunded in full less an administration charge of NZ\$400 to cover costs incurred by the school.
- 4. If your application is made after the start of your course but before the second half of your course, your fees will be refunded less:
 - An administration charge of NZ\$400 (GST included)
 - Costs to the school already incurred for tuition
 - Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff (if applicable).
 - Costs already incurred for the use of facilities and resources
 - The proportion of the Government Levy the school is required to pay
 - Any other costs already incurred
- 5. If your application is made after the second half of your course you will not receive a refund except in exceptional circumstances. These are...
 - Return home because of the student's serious illness
 - Return home because of death or serious illness of a close member of the student's family.
 - In these cases under New Zealand law the College must retain amounts to cover costs already incurred. The balance will be returned. Medical evidence must be provided.
- 6. No refund will be made to a student who is expelled from the school by the Board of Trustees for misbehaviour, poor attendance or violation of the rules regarding motor vehicles.
- 7. No refund will be made to a student enrolled at the school prior to the 1st of March who becomes a permanent resident after the 1st of March (in any year).
- 8. No refund will be made to students who wish to transfer to another school for whatever reason.

Homestay Fees (Based on all homestay fees paid up front)

If you move out of your homestay before the end of your contract the portion of your homestay fees not already used will be returned to you. The Homestay Arrangement Fee of NZ\$250 cannot be refunded. To have your homestay fees returned you must write to the Principal giving two weeks notice, or pay two weeks fees in lieu of notice. If you cancel your homestay contract before you move into the homestay, your fees will be refunded in full less the Homestay Arrangement Fee of NZ\$250.

We have read and understood the information in this Section.

Signature of Parent _____ Date: _____

Signature of Student _____ Date: _____



Section Q: The Fees for 2017

-All applicants must read and understand this section

1 Course Fees

- Tuition Fee: NZ\$13,200 (includes New Zealand GST tax and the Ministry of Education Levy)
- Administration Fee: NZ\$250 (in the first year and it is \$100 in subsequent years)

2 Homestay Accommodation Fees (where applicable)

- Placement Fee: NZ\$250 (one-off)
- Homestay Fees: NZ\$230 per week– if the student is away on holiday for one week or more, a retainer of \$75 per week is payable

3 Additional Cost

Insurance (compulsory)	NZ\$520.00 (approximately through Uni-Care)
Guardianship Service Fee (compulsory unless already organised by your agent/parents)	\$3,000.00 per year
Contingency Funds (for school-based cost such as subject stationery and school trips) *any balance left at the end of each academic year will be refunded to you.	\$500.00 per year
Additional Expenses at Matamata College	
• School Uniform	\$200.00-\$300.00
Personal Spending	
• This is to cover personal toiletries, contributions towards outings with homestay family	\$30.00-\$100.00pw (approximately)



Application Checklist

-All applicants must complete this section

Information and documents you must supply (please <input checked="" type="checkbox"/> in <input type="checkbox"/> provided)	
<input type="checkbox"/>	Completed, signed application form (including Section J,K,M,N,O and P)
<input type="checkbox"/>	One passport-sized photo
<input type="checkbox"/>	Attendance record from your current(or the last attended) school translated into English
<input type="checkbox"/>	The most recent full school report from your current(or the last attended) school translated into English
<input type="checkbox"/>	A reference or testimonial from the Principal or senior teacher from your current(or the last attended) school translated into English
<input type="checkbox"/>	A copy of your passport (photo page)
<input type="checkbox"/>	A copy of your Travel and Medical Insurance certificate translated into English (if you are not going to arrange it through our school)
<input type="checkbox"/>	Your arrival & departure details (if known)

Applicant who is in the circumstances below must provide the relevant documents (please where applicable in provided):

If you are...	Information and documents you must supply
<input type="checkbox"/> To live with your parent(s) or legal guardian while you are in NZ	<input type="checkbox"/> Evidence of your relationship with your parent(s) or legal guardian translated into English <input type="checkbox"/> A proof of the police vetting conducted by the agent <input type="checkbox"/> A copy of visa of your legal guardian/parents
<input type="checkbox"/> To stay with a homestay family arranged by your agent	<input type="checkbox"/> A copy of the latest homestay visit report of your homestay family conducted by the agent (no more than 6 months old) <input type="checkbox"/> A proof of the police vetting conducted by the agent
<input type="checkbox"/> To live with your relative/close friends (Designated Caregiver) * this does not include your legal guardian/parent	<input type="checkbox"/> A designated caregiver agreement and an indemnity document signed by your parent(s) <input type="checkbox"/> A copy of the passport and visa of your designated caregiver
<input type="checkbox"/> Allergic to animals/food/medicines	<input type="checkbox"/> A copy of your medical certificates which explains your allergies in details translated into English
<input type="checkbox"/> Are suffering or have suffered from any illness/sickness	<input type="checkbox"/> A copy of your medical certificates which explains your illness/sickness in details translated into English
<input type="checkbox"/> Carrying any prescription medication or herbal medicines	<input type="checkbox"/> Explanation in English of what they are, what they are used for and how/when they are taken

Please submit your application to:

International Students' Marketing & Recruiting Manager: Mrs Tomoko Sakai-Dinnis

Email: tomoko-sakai@morrcoll-matamata.school.nz

Address: Private Bag 4070, Matamata, 3440, New Zealand

School Phone Number: +64-7-881-9018

School Fax Number: +64-7-881-9008

School Website: www.matamatacollege.school.nz