



# Onslow College International Application Form

Please email to: [international@onslow.school.nz](mailto:international@onslow.school.nz)  
Or: [Kerry.finnigan@onslow.school.nz](mailto:Kerry.finnigan@onslow.school.nz)  
(Director of International Students)

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## Student Details

Family Name : \_\_\_\_\_ First Name: \_\_\_\_\_

Nationality: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Male/Female: \_\_\_\_\_ First Language: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Expiry Date : \_\_\_\_\_ Country of Issue: \_\_\_\_\_

Religion: \_\_\_\_\_

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

Email: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (mobile) \_\_\_\_\_

## Parent/Caregiver 1

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Occupation: \_\_\_\_\_

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

Telephone (home) : \_\_\_\_\_ (mobile) : \_\_\_\_\_

Email: \_\_\_\_\_

## Parent/Caregiver 2

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Occupation: \_\_\_\_\_

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

Telephone (home) : \_\_\_\_\_ (mobile) : \_\_\_\_\_

Email: \_\_\_\_\_

**Emergency Contact:**

**1. In home country:**

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

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

Phone (mobile) \_\_\_\_\_

Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

**2. In New Zealand (if any)**

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

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

Phone (mobile) \_\_\_\_\_

Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

**How did you find out about Onslow College?**

Agent  Agent's name (Company) \_\_\_\_\_

Website  Friends/relatives  Education Fair

Others (please specify) \_\_\_\_\_

Date of Commencing study at Onslow College: Term 1  Term 2   
Term 3  Term 4 (only Year 9 and 10)

Length of Stay (If less than a year) : \_\_\_\_\_

**Level of Study applying for at Onslow College:**

Year 13  Year 12  Year 11  Year 9/10

**Educational Background**

*Current Course of Study:* \_\_\_\_\_

Subjects Preferences (your admittance to a course is dependent on your English Level)

- 1. \_\_\_\_\_ 3. \_\_\_\_\_ 5. \_\_\_\_\_ 7. \_\_\_\_\_
- 2. \_\_\_\_\_ 4. \_\_\_\_\_ 6. \_\_\_\_\_ 8. \_\_\_\_\_

If you plan to attend University, which degree are you interested in?

\_\_\_\_\_

What is your long term goal for your future life \_\_\_\_\_

What is your goal for your time at Onslow College ? \_\_\_\_\_

What is the expectation of your parents for your time at Onslow College? \_\_\_\_\_

Time spent in an English speaking country. \_\_\_\_\_ years \_\_\_\_\_ months

Examination Results: (please attached) Yes  No

Reference or Testimonial: (please attach) Yes  No

Have you passed any International Tests in English Language? Yes  No

If yes, which test? IELTS score  TOEFL score

### Extra Curricular Activities

Please list any level of achievement.

Sports: \_\_\_\_\_

Cultural: \_\_\_\_\_

Others: \_\_\_\_\_

### Your Health:

#### ***Travel/Medical Insurance***

Under the Education (Pastoral Care of International Students) Code of Practice 2016, all international students must have appropriate and current medical and travel insurance while studying in New Zealand. If you would like to arrange your own insurance cover, please provide a copy in English for our records. Your policy must cover the conditions as outlined in the Part 4.16 Clause 5 a - d of the Code:

- a. The student's travel -
  1. To and from New Zealand
  2. Within New Zealand; and
  3. If the travel is part of the course, outside New Zealand; and
- b. Medical care in New Zealand, including diagnosis, prescription, surgery and hospitalisation and
- c. Repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel cost incurred by family members assisting repatriation or expatriation and
- d. Death of the student, including cover of -
  1. Travel costs of family member to and from New Zealand; and
  2. Costs of repatriation or expatriation of the body; and
  3. Funeral expense.

A copy of the Code can be found at :

<http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/code-of-practice-resources-languages/>

If you would like Onslow College arrange insurance on your behalf, please specify your prefer insurer:

I would like to be insured with: Southern Cross  Unicare

I would like to organise my own insurance

*For details of medical insurance policies please visit <https://www.scti.co.nz/international-student> (Southern Cross) or <https://www.uni-care.org/our-policies/nz-student-plan.aspx> (Unicare)*

Do you have any pre-existing condition that you need to disclose to the insurer: Yes  No

If yes, please specify: \_\_\_\_\_

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**If you do not specify any one of the above options, Onslow College will arrange StudentMax cover on your behalf with our default insurer, Southern Cross. The cost of the insurance will be included in your invoice.**

## Health and Safety Profile

We need to know about your health and safety profile. A separate form will be emailed to you when you confirm that you will be enrolling at Onslow College.

## Guardianship

We recommend that students under the age of 18 have a guardian. If you have a guardian in New Zealand please give details.

Name of Guardian: \_\_\_\_\_

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

Mobile Phone : \_\_\_\_\_ E-mail address: \_\_\_\_\_

If you do not have a guardian, Onslow College will assume responsibility for you in an informal guardianship role.

## Accommodation

I will make my own arrangements Yes  No

If no, please complete the attached “**Application for Accommodation Form**”. Onslow College will arrange a homestay with a New Zealand family.

If yes, please complete the “**Indemnity Contract for Designated Caregiver**”.

**Declaration:**

I declare that all information given is true and correct.

Signed : \_\_\_\_\_ Date : \_\_\_\_\_  
Parents/Guardian/Agent/Student

If you did not complete the form, full name of the person completing this form

\_\_\_\_\_ (Relationship)

IMMIGRATION: 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>

Post to: Kerry Finnigan  
Director of International Students  
Onslow College  
Private Bag 13906  
Johnsonville  
Wellington 6037  
NEW ZEALAND

Phone : +64 4 478 8189 DDI : +64 4 477 1629  
Fax: +64 4 477 1140  
Email: [kerry.finnigan@onslow.school.nz](mailto:kerry.finnigan@onslow.school.nz)  
[international@onslow.school.nz](mailto:international@onslow.school.nz)



# Onslow College Tuition Contract

This must be signed by Parents or Guardians

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## THE PARENTS/GUARDIAN OBLIGATIONS:

1. The information on the Application Forms which I have completed is correct. This includes medical and educational information. I will endeavour to provide updated contact details at all times.
2. I understand that my/son daughter must adhere to all the rules and expectations of the College.
3. I accept that Onslow College has the right to review and adjust my son/daughters course of study if this is deemed in his/her best interest. I understand that this decision is based on the assessment of the student's language and academic background.
4. I have read and understand the attached College's Refund Policy.
5. I agree that no changes to accommodation will be made without the prior written agreement of school.
6. I understand that my son/daughter must not own or drive a motor vehicle while enrolled at Onslow College.
7. I understand that my son/daughter must meet satisfactory attendance at school in order to retain a student visa.
8. I understand that the breaking of New Zealand law or continual misbehaviour at school or in the homestay may result in disciplinary action which may include my son/daughter being sent home.
9. I understand that my son/daughter must make satisfactory academic progress in order to remain at Onslow College.
10. I understand that the College requires international students to take out Travel and Medical Insurance (which include Education Provider Fees Protection) while in New Zealand and that this insurance must be in place prior to commencement of study.
11. I agree to provide written permission in advance if my son/daughter is returning home during the school year for holiday or family/personal reasons or travelling around New Zealand
12. I agreed to provide permission for my son/daughter to attend an organised travel tour or any trip in advance.
13. I understand that if my son/daughter wants to travel around New Zealand he/she can only use organised and approved travel programmes unless they are travelling with relatives or their host family. They must have prior approval from the school for that travel. If it is independent travel, he/she must stay in homestay accommodation approved by the school.
14. I understand that I must disclose to the school before his/her commencement of study if my son/daughter has any additional needs which may affect their ability to study for example mental health needs, illness or behavioural problems. Failure to do so may result in additional fees being required or termination of the enrolment.
15. I understand that permission for a Year 12 or 13 student to work in New Zealand is at the discretion of the school.

16. I agree to my child receiving any emergency medical, dental, or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. The school will endeavour to contact parents for any medical emergency.
17. I agree to my son/daughter participating in any school based outdoor education activity. I understand that this could involve any water based activities eg. surfing, swimming, diving, rafting, high ropes and abseiling. I understand that I need to send specific permission for adventure sport-
18. I agree to pay Onslow College the tuition fees and homestay fees in the manner agreed by both parties.
19. I agree that my son/daughter will attend the required classes on all occasions when the College is open unless prevented by illness or another urgent cause.
20. I accept the right of Onslow College to terminate this agreement and inform the Immigration Service if my son/daughter fails to comply with the Ministry of Education attendance requirement.
21. I understand that unless an alternative arrangement is made, Onslow College assumes responsibility for my son/daughter in an informal guardianship role.
22. This contract is valid from the date that my son/daughter commences his/her study at Onslow College until the last day of his/her course. This may occur earlier if he/she withdraws or disciplinary action is required (see Clause 8).

**THE SCHOOL'S OBLIGATIONS:**

1. Onslow College will provide tuition in accordance with school policies and the Code (\*).
2. Onslow College will assess the student's level in English and other subjects to determine acceptance and course placement.
3. Onslow College will only accept international students who live with their parents, a designated caregiver or are in accommodation approved by Onslow College.
4. Onslow College will endeavour to ensure the safety, health and wellbeing of your son/daughter but shall not be liable for:
  - a. Any damage or harm caused to the student or student's property while attending the school.
  - b. Any damage or harm caused to the student or the student's property arising out of the student's accommodation.

(\* ) Code - the Education (Pastoral Care of International Students) Code of Practice 2016

Student's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

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

Phone (landline): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **International Students Fee Refunds Policy**

In order to comply with the Education (Pastoral Care of International Students) Code of Practice 2016 for International Students, Onslow College is required to have procedures for the refund of fees paid by international students.

### **Board's Expectations**

1. If the student's visa application is rejected by Immigration New Zealand, full fees will be refunded.
2. If the student withdraws prior to the indicated arrival date and where the full tuition fee has been received by the College, full tuition fees will be refunded less an administration fee of NZ\$ 500.00.
3. If the student withdraws after enrolling at Onslow College, the following refund will be payable:
  - a) During their first term: 50% of the balance of fees  
(less any other costs incurred by the student or their agent)
  - b) After one term, a refund may be made at the discretion of Principal in exceptional circumstances that may include:
    - i) the student's serious illness
    - ii) death or serious illness of a close member of the student's family.
4. The unused portion of fees paid will be refunded if:
  - a) If the student gains permanent residence
  - b) If Onslow College ceases to be a signatory or a provider
5. **No refund** will be made if:
  - i) When a student is required to leave the school for a breach of the rules and conditions of enrolment at the school or has broken a New Zealand law.
  - ii) Where a student has been expelled for discipline reasons.
  - iii) Where a student returns home for any reason other than serious illness, accident or death of a close family member.
  - iv) If the enrolment application is found to be inaccurate in any way and the contract is terminated.
6. The balance of homestay accommodation fees held on behalf of a student will be refunded. At least two weeks notice of intention to leave a homestay is required. Homestay Placement fees will not be refunded.

All refunds will be remitted to either the parents of the student or to the agent appointed by the student's parents. The refund will only be paid directly to a student with written authority from their parents. Any amount over NZ\$15000 will be refunded into a parent's bank account overseas.





# Onslow College Designated Caregiver Agreement

This is an agreement between the Parent/s, the Designated Caregiver and the School (the **Agreement**). Only complete this Agreement if you are using a family friend or close relatives to look after your child for the duration of his/her study at Onslow College.

School Address: *Onslow College, Burma Road, Wellington, New Zealand* (the School)

Student's Name: \_\_\_\_\_ (the Student)

Parent's Name: \_\_\_\_\_ (Mother)

Parent's Name: \_\_\_\_\_ (Father)

Name of relative  
or close family friend: \_\_\_\_\_  
(the Designated Caregiver)

Immigration Status of Caregiver: Citizen  Resident  Other: \_\_\_\_\_

Caregiver's Address: \_\_\_\_\_ (the Residence)  
\_\_\_\_\_

Caregiver's mobile: \_\_\_\_\_

Caregiver's email: \_\_\_\_\_

## AGREEMENTS

- The Parents agree that the Designated Caregiver will provide residential care for the Student while enrolled as an international student at the School.
- The School has provided, and the Designated Caregiver has read and understood, the sections of the Education (Pastoral Care of International Students) Code of Practice 2016 (the **Code**) relevant to residential caregivers and the Information for Residential Caregivers booklet and agrees to act as Designated Caregiver to the Student in accordance with these requirements.
- The School agrees that all information regarding the Designated Caregiver relating to the Agreement will be kept confidential, except disclosure to the Student or their parents or their legal guardians, to any professional consultant or such person where it is in the interests of the Student to provide the information or pursuant to any statutory or other legal duty.
- Approval is required from the School prior to the Student's placement with the Designated Caregiver.
- The Designated Caregiver agrees that approval will be provided only after appropriate safety and other checks have been completed by the School in accordance with the Code and school policies. This includes a police vet being completed every 2 years.
- Failure by the Designated Caregiver to provide the residential care required by the School and the Code may result in the school's approval of the Designated Caregiver being withdrawn.
- In the event the school withdraws its approval of the Designated Caregiver, the Agreement is terminated and the Student will be placed in alternative accommodation approved by the School at the full cost and expense of the Parent/s.
- The School may take such measures as it considers appropriate (acting reasonably) to monitor and review the quality of residential care by the Designated Caregiver and this may include, without limitation, regular visits to the Designated Caregiver and meetings with both the Student and the Designated Caregiver.

- The Designated Caregiver will provide the School with no less than fourteen days (14) days prior notice of any change in circumstances that may affect the Agreement. This includes any change of Residence or any change to the number of adults over eighteen (18) years of age living in the home.
- The Parent/s agree that the School is not responsible for the Student’s care while in the custody of the Designated Caregiver.
- The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the school policies.

**EXECUTION**

**PARENT/S:**

By signing below, the Parent/s confirm that they have read the Agreement and agree to be bound by it in all respects:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Father)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Mother)

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

**DESIGNATED CAREGIVER:**

By signing below, the Designated Caregiver confirms that they have read the Agreement and agrees to be bound by it in all respects:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Designated Caregiver)

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

**SCHOOL:**

By signing below, the authorized signatory of the School confirms that they are authorized to sign on behalf of the School and confirms that the School will be bound by the Agreement in all respects:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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



# Onslow College Application for Accommodation

- 
1. Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_  
Name I would like to be known by: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone (landline): \_\_\_\_\_ Mobile : \_\_\_\_\_  
Emails: \_\_\_\_\_  
Nationality: \_\_\_\_\_ Male/Female: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_
2. Describe your home and pets (if any) in your home country:  
Home : \_\_\_\_\_  
\_\_\_\_\_  
Pets : \_\_\_\_\_
3. Describe your family and friends: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What do you like to do in your spare time? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Do you drink alcohol in your home? Yes  No
6. Do you smoke? Yes  No
7. Are you ok with cats or dogs in your homestay?  
Cats  Dogs  No pets
8. Are you vegetarian? Yes  No
9. Is there any food you can not eat? \_\_\_\_\_
10. What kind of food do you like? \_\_\_\_\_

11. What kind of sport do you do? \_\_\_\_\_

12. Have you ever lived away from your parent's home? Yes  No

If yes, where, when, how long? \_\_\_\_\_

\_\_\_\_\_

13. Have you travelled to other countries? Yes  No

If yes, where and when? \_\_\_\_\_

\_\_\_\_\_

14. Do you have any medical conditions that your homestay parents should know about, e.g. food allergies, medical allergies, asthma, etc?

\_\_\_\_\_

**I give permission for these details to be given to my homestay parents. I also give permission for my Health and Safety profile to be given to my host family when it is completed.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(Student)



# Onslow College Parental Homestay Accommodation Agreement

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**This contract is to be signed by parents who are using the Onslow College Homestay Accommodation Programme and is valid for the duration of the student's stay in the Programme.**

1. I agree to placing my son/daughter under the direct care of the Onslow College Homestay Programme.
2. I have read and understand the "Homestay Rules and Responsibilities" and have discussed these with my son/daughter.
3. I agree to pay the homestay fees and the homestay support fee in advance.
4. I agree that my son/daughter can only participate in approved travel programmes around New Zealand. All travel arrangements need to be approved in advance by the Principal and with parent/guardian permission.
5. I understand it is the school policy my son/daughter is allowed unlimited internet data usage in the homestay. Free wifi is available at school.
6. I understand that the Onslow Homestay Manager will visit all homestay families twice a year and will provide continuous support throughout the year. This is to ensure that the facilities provided for the international students meet the school's expectation and are in compliance with the requirements set by the Education (Pastoral Care of International Students) Code of Practice 2016 for international students.
7. The Parents agree that if behaviours or conditions of the Student emerge after placement with a host family such that the host family is unable to provide the level of accommodation or care required for the safety and wellbeing of the Student, the School may terminate the Agreement.

Student's Name: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

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

\_\_\_\_\_

Phone (landline): \_\_\_\_\_ Mobile : \_\_\_\_\_

Email: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_



# Homestay Rules and Responsibilities

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## The homestay host should:

- Make the student feel welcome and include them in family life.
- Discuss their expectations of a student's behaviour in their home.
- Talk with the student in English and help them to improve their English through conversation.
- Provide the student with a room of their own with a desk to study, enough space to store their clothes, a desk lamp and a heater.
- Either wash the student's clothes for them, or teach them how to do it yourself.
- Provide the student with 3 meals and several snacks every day, or show them how to prepare snacks for themselves. A student should not go hungry and if he/she is not receiving sufficient food the host parent should be told by the student or the homestay manager immediately.
- Provide the student with unlimited internet access.
- Help the student to find out how to get to school and show them how to use public transport in order to get around Wellington.
- Give the student a key to the house and explain how to keep it safe and secure.
- Show the student where to find the emergency kit and explain what to do in the case of an emergency such as an earthquake or fire.
- Access the Parent Portal on the student's behalf and help them to understand the information on the portal.
- Help the student to get support from the appropriate person, usually the Homestay Manager, the International Student Director or the school Guidance Counsellor, when the student is worried or upset about anything.
- Take the student to the doctor or emergency clinic if he/she is sick.
- Tell the student and the school if they are going away and need the student to move to a temporary homestay. The Homestay Manager will find the student somewhere to stay whilst the family is away. A student cannot stay at home alone overnight.
- Know where the student is at all times. Check regularly that they are in their room.
- Not ask for extra money for everyday items.
- Check with any other school family or host family if a student is having a sleepover there.
- Assist the student with any information or transport that is required for their sport, music or other activities
- Transport the student to and from the airport on his/her arrival and departure. This includes trips around New Zealand as well as returning to their home country.

## A homestay student is responsible for:

- Making an effort to get to know and communicate with the host family by spending plenty of regular time with them.
- Behaving with respect and consideration for the homestay hosts and other family members.
- Letting the host family know where he/she is and when he/she will be home at all times.
- Keeping the bedroom clean and tidy.
- Helping out with the household chores. If the student feel that he/she is being asked to do too much, discuss the chores with the family or the homestay manager.
- Getting to school on time and finishing all school work by the due date.
- Being home by 6 pm in time for dinner every night during the week, and being home at a reasonable time, agreed with the host parents, during the weekend. This would usually be around 11pm.
- Obeying NZ laws and school rules. A student may not gamble, access pornography or drive a motor car, or consume illegal drugs. If a student is under 18 he/she may not drink alcohol. If a student is over 18 he/she must not supply alcohol to younger students. A student may not be driven by someone who does not have a full NZ license.
- Being respectful of and careful with the usage of electricity as it is expensive in NZ.
- Being careful to care for the safety and security of the home by locking doors, turning off electrical appliances and using cooking facilities with care.
- Asking permission from the host parent to bring another person to visit or to stay overnight in the home and paying for their own expenses.
- Alerting the Homestay Manager to any problems early so that they can be resolved before they become big problems.
- Asking for all the help that a student needs to make your time in New Zealand a success.
- Asking permission from the school, their natural parents and homestay hosts if a student wishes to travel outside Wellington. They will need to complete the forms that are available in the international office.
- If a student is unhappy in your homestay, they need to let the homestay manager know and she will help him/her to resolve the problem. In the unlikely event that it can't be resolved through discussion and compromise a student can apply to change homestays, but this may take two weeks to arrange.