



Onslow College International Application Form

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

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 Code Part 4.16 Clause 5 a - d.

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

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

If yes, please specify: _____

I would like to organise my own insurance

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.

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)

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/>

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
international@onslow.school.nz



Onslow College Tuition Contract

This must be signed by Parents or Guardians

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

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

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.