

# Kelston Girls' College

Great North Road, Kelston, Auckland 0640  
P O Box 15 798 New Lynn, Auckland, New Zealand  
Ph 64 9 827 6063 Fax 64 9 827 3996  
Email [International@kelstongirls.school.nz](mailto:International@kelstongirls.school.nz)  
Website [www.kelstongirls.school.nz](http://www.kelstongirls.school.nz)



**Kelston Girls' College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>**

Thank you for your enquiry concerning the enrolment of an International Student at Kelston Girls' College. The information contained in this folder includes:

- an application form
- background sheet on our school
- a guide to the costs involved
- a copy of the school's prospectus

## How to apply:

Complete the enrolment form and return it to us with the student's most recent school report. This report must be translated into English and be certified as an authentic translation/copy.

Contact New Zealand Immigration for the necessary forms to obtain a Student Visa. The New Zealand Immigration website is: [www.immigration.govt.nz](http://www.immigration.govt.nz). This will explain what you need to do to obtain a student visa.

Once Kelston Girls' College has had the opportunity to view the application, we will respond with an **Offer of Place Form** and an **invoice** for the costs involved.

Please do not hesitate to contact me if you would like further information or assistance.

Thank you for enrolling at Kelston Girls' College. We look forward to welcoming you to our school.

Yours faithfully

Ginny Williams  
**International Student Administrator**  
**Kelston Girls' College**

Linda Fox  
**Principal**  
**Kelston Girls' College**

# Kelston Girls' College

## International Student Enrolment Form

<b>FAMILY NAME</b>	<b>FIRST NAMES</b>	
<b>Student's Address</b> ..... .....	<b>Address</b> ..... .....	
<b>Email</b> .....	<b>Phone Number</b> .....	<b>Fax Number</b> .....
<b>Country of Birth</b>	<b>Country of Citizenship</b>	<b>Passport Number</b>
<b>Ethnic Group</b>	<b>First Language</b>	<b>Date of Birth</b>
Permanent resident of N Z? (Please circle one) <u>Yes / No</u>	Have you been to NZ previously? (Please circle one) <u>Yes / No</u>	If Yes state when you visited N Z? (Months and Years)
Have you ever attended any other educational institution in New Zealand? (Please circle one) Yes / No	If Yes state: When ..... Where .....	
The student's Mother or Guardians name  Email .....	Address ..... .....	Phone Number ..... Fax Number .....
The student's Father or Guardian's name  Email .....	Address ..... .....	Phone Number ..... Fax Number .....
The student Agent's name  Email .....	Address ..... .....	Phone Number ..... Fax Number .....
Emergency contact's name(s) (at home)	Emergency Contact's phone number	Emergency contact's address
Health comments (allergies, medical conditions etc)	Doctor at Home	Doctors Phone Number
Do you have Medical/Travel Insurance? (Please circle) Yes / No	If No, do you want it organized by Kelston Girls? (Please circle one) Yes / No	

**Signatories on this enrolment form must advise the school of any change of address on arrival at Kelston Girls College.**

# Kelston Girls' College

## COMPLETING THE APPLICATION FORMS

1. ALL sections must be completed.  
**If any questions are unanswered the form may be returned to you for completion.**
2. The application forms must be signed by a parent, or court-appointed legal guardian.
3. It is compulsory for International Students at Kelston Girls' College to obtain Health Insurance. This should be done before the student arrives in New Zealand or can be arranged through Kelston Girls' College. If parents choose to make their own arrangements **proof of this must be forwarded to the School before the student arrives.**
4. All students must live in home stay accommodation organised by Kelston Girls' College.
5. We strongly advise the parent / legal guardian to seek the help of a local Education Consultant or Agent for help in completing the applications and for translations / explanations of the legal contract which is being entered into with us.

# Kelston Girls' College

## APPLICATION FORM

1. Date the student intends to commence study at Kelston Girls' College: \_\_\_\_\_

- All students will be assessed for English Literacy skills and academic level of learning on arrival and placed accordingly. Students may not be eligible to go into mainstream classes when they first attend Kelston Girls' College

2. ACCEPTANCE OF TERMS:

Before the application can be considered the following acknowledgement must be signed by a parent or guardian that he / she:

- guarantees the good behaviour of the student in New Zealand
- accepts the decision of the school when placing the student in a class
- accepts the right of the school to effect a course change if this is seen to be in the best interest of the student
- has read, understood and signed the attached Tuition Agreement which will apply if the application is successful.
- understands the student may not own a motor vehicle while a student at Kelston Girls' College.
- accepts the student may not own or rent a house which they occupy by themselves or with another student.
- accepts the student must live in home stay accommodation provided by the school.

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

Full Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Should your application be successful, you will receive an 'Offer of Place' and an invoice for the fees. Before your Visa is granted you will have to pay the fees. If you accept the 'Offer of Place' this and the attached tuition agreement, shall be the terms and conditions of agreement by which tuition shall be provided to the student.

With this application you should enclose:

1. A certified copy in English of the student's most recent school report.
2. Results of any public examinations the student has entered.
3. Details of proposed insurance if the student does not wish Kelston Girls' College to arrange this.

**Post to:** International Student Administrator  
Kelston Girls' College  
P.O. Box 15 798, New Lynn  
Auckland 0640  
NEW ZEALAND

# Kelston Girls' College

## TUITION AGREEMENT

If Kelston Girls' College accepts the student named in the application for tuition in New Zealand, the following terms and conditions shall apply:

1. The school shall provide tuition in accordance with the New Zealand Ministry of Education Code of Practice for the recruitment, welfare and support of international students.
2. The student will live in home stay accommodation organised by the school.
3. The parents or legal guardians of the Student who have signed the application for tuition on behalf of the Student ("Parents") irrevocably appoint and authorise the Principal of the School (or such other person as may be appointed by the School to carry out the principal's duties) to:
  - Receive information from any person, authority or corporate body concerning the student including, but not limited to, medical, educational or welfare information;
  - Provide consents in respect of any activity carried out and authorised by the School;
  - Receive financial information relating to the Student including bank accounts, debts or income of the Student while in New Zealand.
  - Provide consents that may be necessary to be given on the Student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the Parents.
4. The parents irrevocably authorise the Principal of the school to advise the student's home stay hosts (whether or not arranged through the School) of all matters and information required to be provided to parents of any student under the Education Act 1989 and agree to appoint the home stay hosts as their agents in New Zealand to receive such information in substitution for the parents.
5. The parents agree to provide the school with academic, medical or other information relating to the well-being of the student as may be requested from time to time by the school.
6. The school shall use its best endeavours to ensure the safety, health and well-being of the Student but shall not be liable for:
  - Any damage or harm caused to the student or the student's property arising out of the student's home stay (whether or not such home stay was arranged by or through the school);
  - Any damage or harm caused to the student or the student's property while attending the school unless the harm was a result of gross negligence on the part of the School;
7. Without restricting clause 6, but subject to clause 8, the school's liability in relation to the supply of services to the parent is limited to the amount of fees paid by the parent for the provision of the services in respect of which liability arises.

8. Nothing in this Agreement limits any rights the parents and/or student may have under the Consumer Guarantees Act 1993.
9. Either party may terminate this agreement at any time upon 3 weeks written notice. If the agreement is terminated the refunds policy for international students shall apply ("refunds policy").
10. It is acknowledged that the suspension, expulsion and exclusion of student's provisions as set out in Part 11 of the Education Act 1989 shall apply to the student in New Zealand. Any decision under these provisions to expel or suspend the student for an unspecified period shall terminate this agreement and the refunds policy shall apply. The parents shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.
11. Neither party shall be in default or in breach of their obligations under this agreement to the extent that the performance of those obligations is prevented by an event of force majeure. Force majeure means an event beyond the reasonable control of the party seeking to rely on force majeure.
12. This agreement shall be construed and take effect in accordance with the domestic laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this agreement the Parents irrevocably submit to the jurisdiction of the courts of New Zealand, agree that proceedings may be brought before any court including any forum constituted under the Arbitration Act 1908 within New Zealand and waive any objection to proceedings in any such court or forum on the grounds that the proceedings have been brought in an inconvenient forum.
13. The Parents agree that the Student will comply with rules and policies of the school.
14. If application for home stay has been made by or on behalf of the student then this shall be subject to the undertakings and agreements.
15. Notices given under this agreement must be in writing and given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received 5 days after posting.
16. This agreement shall consist of the application for tuition, application for home stay and this tuition agreement. This agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements. The terms of the agreement may be changed by the School in writing to the Parents and shall continue in force while the Student is enrolled with the School.
17. The Parents acknowledge that:
  - Personal information of the parents and/or student collected or held by the school is provided and may be held, used and disclosed to enable the school to process the application for tuition, provide tuition and home stay services to the student, provide to the student and/or parents advice or information concerning products and services the school believes may be of interest to the student and/or parents and to enable the school to communicate with the student and for parents for any purpose;
  - All personal information provided to the school is collected and will be held by the School.
  - If the student/parents fail to provide any information requested in the application for tuition, the school may be unable to process the application;

- The student / parents authorise the School to obtain at any time from any person or entity any information it requires to process and / or accept the application for tuition or to perform or complete any of the other purposes under this agreement

The student / parents authorise the school to obtain at any time from any person or entity any information it requires to process and /or accept the application for tuition or to perform or complete any of the other purposes under this Agreement. The student/parents authorise any such person to release to the school any personal information that person holds concerning the student/parents.

## EXECUTION

I have read and understood the terms set out in this agreement, including the attached schedules, and agree to them.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Student (if 20 or over) or Parent in all other cases

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

Relation to Student: \_\_\_\_\_  
(where signed by person other than student)

# Kelston Girls' College

## REFUND POLICY FOR INTERNATIONAL STUDENTS

1. If the student withdraws from her course of study before the course completion date she maybe eligible for a refund or partial refund of school fees.
2. An application for refund of fees must be made in writing. The student must write to the Board of Trustees explaining why she has withdrawn from the course and her reasons for seeking a refund.
3. The Board of Trustees will make no refund to a student who –
  - is expelled or excluded from the school
  - wishes to transfer to another school – except in exceptional circumstances
  - has been granted Permanent Residence
  - returns home for any reason other than the student's verified serious illness or death or the verified serious illness of a close member of the family – except in exceptional circumstances.
4. If the student's application is made before the start of her course, her fees will be refunded in full less an administration charge to cover costs incurred by the school.
5. If the student's application is made after the start of her course, but before the second half of her course, her fees will be refunded less;
6. Applications for refunds must be made within 30 days of the student's last day of school.

## EXPLANATION

- If you change your mind before the student comes to N.Z. your full fees are refunded, minus a \$500 administration fee.

# Kelston Girls' College

## INTERNATIONAL STUDENT FEES

**TUITION:** NZ\$11,500 for 2008/9

This covers: Normal school tuition and Foundation Class if required  
Textbooks (on loan) and access to our Library  
Orientation programme for new students  
ID Cards  
Homework support 1 x weekly

**ADDITIONAL COSTS:** These vary according to the student's individual programme by the student, so are not covered by the standard tuition fee. They may include:

- Stationery approx \$50.00
- Non-programmable scientific calculator for Maths, Physics, etc approx \$40.00
- Trips out of school approx \$50.00
- Entry fees to external examinations and awards e.g. NCEA
  
- Subject fees where extra materials and equipment are supplied  
e.g.: Level 2 Photography approx \$250.00  
plus a 35mm Reflex camera

**UNIFORM** approx \$300.00

### HOMESTAY

**Placement Fee:** NZ \$300.00

Placement fee includes cost of meeting the student at the airport, transporting to the home stay, assisting in opening bank accounts etc.

**Weekly home stay fees:** NZ \$220.00

Payments cover cost of Home stay supervision, fully furnished Room, all meals (breakfast, lunch and dinner) and laundry.

# Kelston Girls' College

## STUDENT / PARENT – FACT SHEET

### KEY FEATURES

Girls only / Day School / State / Years 9 – 13 (age 13 to 19 years)

### SPECIAL CHARACTER

Kelston Girls' College specialises in the education of girls only, and aims at providing quality education in all areas of personal development in a caring and disciplined environment.

### LOCATION AND FACILITIES

The school is located in Auckland, a city of 1,000,000 population, and is close to a major bus route into the central city. A large shopping complex is approximately 2 km away.

Kelston Girls' College has modern facilities including:

Computer Suites	Gymnasium / Weights Room
Overseas student centre	Heated enclosed swimming pool
Library / Study centre	Soccer field
Modern Science Laboratories	Hockey Field
Music Suite / Performing arts	Athletic Track
Media / Drama Suite	Tuck shop / cafeteria
Heated /enclosed Swimming Pool	Homework Centre

### ENGLISH LANGUAGE SUPPORT

The school has English as a Second Language programmes staffed by qualified teachers. Classes are designed to meet the learning needs of students. These classes are available for all mainstream international students. There is no extra charge for these classes.

### FOUNDATION COURSE

Foundation classes are for students who have not reached IELTS 6.5. The purpose of the Foundation classes is to teach English to the students so that they are well equipped to move to mainstream classes. There is no extra charge for these classes.

### EXTRA-CURRICULAR PROGRAMME

A wide range of sports teams enter local and national competitions. There is a school orchestra and choir, debating and speech competitions and many other cultural opportunities.

## **KELSTON BOYS HIGH SCHOOL**

Kelston Girls' College has an excellent working relationship with our brother school Kelston Boys High School which is within walking distance. At the senior level our timetables are linked, which means if students at either school cannot get the course they want at their school then there exists the possibility of taking the course at the other school.

The two schools have combined socials and a School Ball. Boys often participate in some of our cultural teams.

### **PASTORAL CARE FOR INTERNATIONAL STUDENTS**

. The welfare of International Students is overseen by the Dean of International Students.

### **ACCOMMODATION**

The services of a Home-stay Agency is available through the school. (Homestay Auckland)  
All students are placed with families who either live within walking distance of the school or are on a bus route to the school. Placement fees are \$300.00, while the weekly fee is \$220.00

### **FEEES**

Please refer to the separate sheet  
All fees are payable **ONE YEAR** in advance.

### **APPLICATION DETAILS**

**To obtain an Offer of Place we require the following documentation:**

- International Student Application Form
- Tuition Agreement
- Certified copy of the students most recent School Report (translated into English)
- Home stay Application Form

Please address all correspondence to:

Co-ordinator of International Students  
Kelston Girls' College  
PO Box 15 798  
New Lynn 0640  
Auckland  
NEW ZEALAND

## SUMMARY

<b>Years of Entry for Overseas Students:</b>	<b>Years 9 to 13</b> (age 13 -19)
<b>Religion:</b> (If applicable)	<b>All acceptable</b>
<b>Student Roll:</b>	<b>1000</b>
<b>Mailing Address:</b>	<b>P.O. Box 15-798, New Lynn, Auckland 0640 New Zealand</b>
<b>Physical Address:</b>	<b>1 Archibald Road Kelston, Auckland 1007 New Zealand.</b>
<b>Telephone:</b>	<b>64-9-827 6063</b> (School) <b>64-9-827 9633</b> (International Students Co-ordinator)
<b>Facsimile:</b>	<b>64-9-827 3996</b>
<b>E Mail</b>	<b><a href="mailto:international.kelstongirls.school.nz">international.kelstongirls.school.nz</a></b>
<b>Enquiries:</b>	<b>Ms Ginny Williams International Students Co-ordinator</b>
<b>Website address:</b>	<b><a href="http://www.kelstongirls.school.nz">www.kelstongirls.school.nz</a></b>
<b>Principal's address:</b>	<b>Linda Fox Principal Kelston Girls' College PO Box 15 798 New Lynn Auckland NEW ZEALAND</b>

## SUBJECTS BY LEVEL

### Year 9 Courses

Art  
Drama  
English  
English Second Language  
German  
ICT  
Japanese  
Language Skills  
Maori  
Mathematics  
Music  
Physical Education / Health  
Reading  
Samoan  
Science  
Social Studies

### Year 11 (NCEA Level 1)

Accounting  
Art  
Asdan  
Economics  
English Communication  
English  
Fashion Technology  
Geography  
German  
Graphics & Design  
History  
Japanese  
Food & Nutrition  
Human Biology  
  
Maori  
Mathematics  
Mathematics Applied 1  
Music  
Phys. Ed / Health  
Samoan  
Science Certificate  
  
Science  
Text Processing  
Text & Information Management

### Year 10 Courses

Art  
Business Studies  
English  
English Second Language  
German  
Samoan  
Japanese  
Language Skills  
Maori  
Mathematics  
Music  
Physical Education / Health  
Science  
Social Studies  
Technology  
Text & Information

### Year 12 (NCEA Level 2)

Accounting  
Asdan  
Biology  
Chemistry  
Design  
Economics  
English  
Fashion Technology  
Fine Art  
Geography  
German  
Graphics & Design  
History  
Human & Soc Biology  
Japanese  
Legal Studies  
Maori  
Mathematics  
Maths Applied 2  
Media Studies  
Modular Mathematics  
Music  
Pacific Studies  
Photography  
Phys. Education  
Physics  
Samoan  
Science  
Text Processing

**Unit Standard Courses**

Childcare Family Soc ML  
Drama  
Early Childhood  
Electronics ML  
Eng Employment Skills  
Eng Second Language  
Food & Hospitality  
IELTS  
Language Skills  
Lifeskills 2000  
Pacific Studies  
Travel  
Work Education  
Travel & Tourism

**Year 13 (NCEA Level 3)**

Accounting  
Biology  
Chemistry  
Classical Studies  
Design  
Economics  
English  
Geography  
German  
Graphics & Design  
History  
Maori  
Maths App 3  
Maths Calculus  
Maths Statistics  
Media Studies  
Music  
Painting / Printing  
Photography  
Phys. Education  
Physics

**Students will be eligible to enroll at a New Zealand University as an International Student if they have obtained:**

- A minimum of 42 credits at level 3 or higher
- A minimum of 14 credits at Level 1 or higher in Mathematics
- A minimum of 8 credits at Level 2 or higher in English

Students are encouraged to make an appointment with the school's Career Co-ordinator for advice and guidance on requirements for entering university and the best subjects for your daughter to study.

# Kelston Girls' College

## ACCOMMODATION FORM

1 **Name**

<b>Family or Surname</b>	<b>Given Names</b>
	<b>English name (if used)</b>

2 (a) **Date of Birth**      **Day**    **Month**    **Year**      (b) **Age**        **Years**

3 **Country of citizenship**      **Passport Number**

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4 **Home Country Address**

	<b>Telephone Number:</b>
	<b>Facsimile Number:</b>
	<b>Email Address:</b>

5 **Emergency Contact**

	<b>Telephone Number:</b>
	<b>Facsimile Number:</b>

6 **Duration of Stay** \_\_\_\_\_ **Date of Arrival** \_\_\_\_\_

7 **Religion** \_\_\_\_\_

8 **Interests/Sports** \_\_\_\_\_

9 **Health Comments** \_\_\_\_\_

10 **Do you have medical insurance Yes/No**  
**If Yes, please name company:** \_\_\_\_\_  
**Students should be Medically Insured.**

11 **Do you prefer a family:**

- (a) with no children
- (b) with children over 10 Years
- (c) with children under 10 years
- (d) with Pets
- (e) without pets

13 **Do you smoke? Yes/No**

14 **Are there any foods you cannot eat?** \_\_\_\_\_

Please Affix Recent Photograph Here