

### Student Information

Family Name _____	
Given Names _____	Preferred Name _____
Date of Birth _____	Country of Birth _____
Citizenship _____	New Zealand Resident Yes <input type="checkbox"/> No <input type="checkbox"/>
Religious Denomination _____	Daygirl / Boarder (please Circle) _____
Ethnic Group _____	Iwi _____
Current School _____	Current Year Level _____
Year of Entry (eg 2018) _____	Year Level at Entry (eg Year 9) _____

### Family Information

Father		Mother	
Title _____		Title _____	
Family Name _____		Family Name _____	
Given Names _____		Given Names _____	
Preferred Name _____		Preferred Name _____	
Home Address _____		Home Address _____	
Suburb _____		Suburb _____	
City _____	Postcode _____	City _____	Postcode _____
Home Phone _____		Home Phone _____	
Mobile _____		Mobile _____	
Email _____		Email _____	
Occupation _____		Occupation _____	
Business Name _____		Business Name _____	

### School Connections

Daughter/s who are current/past students _____	St Margaret's College Old Girl Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	Maiden Name _____
_____	Years at School _____ House _____

Other Family Connections \_\_\_\_\_

## Conditions Governing Enrolment at St Margaret's College

### 1. Application Fee

A non-refundable application fee of \$100 must accompany all applications for enrolment.

### 2. Acceptance Fee

An acceptance fee of \$1,500 must be paid at the time that the student's entry to the College is accepted. \$1,000 of that will be refunded at the end of the student's attendance at the College.

### 3. Disclosure of Information

The parent or guardian confirms all information relevant to the student's acceptance to the College has been provided. This includes, but is not limited to, any behavioural, learning, social or emotional issue. Any custody or guardianship issues must also be advised. The College retains the right to withdraw an offer of admission if all relevant information is not disclosed.

### 4. College Fees

College fees and all other accounts are due and payable within one month of receipt of the account. The St Margaret's Trust Board has the right to charge interest on overdue accounts. This interest will be set at the rate 5% above the overdraft rate set by the College bankers on the College's current account. It will be calculated from the date payment is due until the date payment is made. The Trust Board reserves the right to review fees and will notify changes accordingly. The Trust Board reserves the right to enforce payment by direct debt after three (3) months of non-payment. Where accounts remain unpaid and no arrangement has been made as to their payment, the Trust Board may require the removal of the student from the College. The Trust Board has the right to recover all reasonable fees, legal expenses and collection costs if it becomes necessary to engage a collection agency or Solicitor to obtain payment of an overdue account. No fees or other costs will be refundable where the students does not start or does not complete a full term.

## 5. International Students

Students requiring a Student Visa to study in New Zealand are required to pay annual tuition, boarding and overseas student fees in full prior to the commencement of the school year. These fees are non-refundable. Upon receipt, the College will issue documentation required for Visa purposes.

## 6. Notice of Withdrawal from the College

One term's written notice of intention to withdraw the student from the College is required and all fees and other cost incurred over the notice period must be paid. Where no notice is given, a fee of one term's tuition (and boarding fees) will be charged in lieu of notice.

## 7. Attendance

The College requires punctual and regular attendance from all students. Lateness or absence must be explained in writing on the day of the student's return. Leave from school during the term must be applied for in writing beforehand, and is granted at the Principal's discretion.

## 8. Standards of Conduct

The student is subject to the rules and discipline of the College. The College has the right to require the withdrawal of the student for any act or omission that is in breach of the rules of the College.

## 9. Integrity of College

The College will always have regard to the interests of the College and students as a whole, as well as the interests of any individual student. The College has the right to require the withdrawal of a student, where in the opinion of the Trust Board it is reasonable to do so.

## 10. Disclaimer of Liability

The College will ensure, as far as reasonably practicable, the health and safety of students in compliance with the Health and Safety at Work Act 2015. Students must comply with reasonable instructions issued by the College to protect their health and safety. The students also have a responsibility to take reasonable care for their own health and safety.

## 11. Religious Tuition and Observance

Attendance at religious tuition and observance is compulsory. Should the parent or guardian not wish the student to attend religious instruction or observance, an application for exemption must be made in writing to the Principal.

## 12. Use & Updating of Information or Student Information

The parent and guardian will notify the College of any change in the information contained in this enrolment form as soon as is reasonably practical. It is acknowledged that the purpose of the collection of this information is to provide for the educational advancement of the student. This information, and other information held or acquired by the College may be shared to staff of the College and to other members of the College Community, such as the Board of Trustees. Information relating to the student's education, health, welfare or safety may be required by law to be released to parties outside the College such as government departments (e.g. Ministry of Education and Ministry of Health). The College will not otherwise disclose this information to outside parties without your authorisation.

By signing this form you agree that any information relating to the student's education at the College may be released to the St Margaret's College Old Girls' Association for the legitimate purposes of the Association.

## 13. Contact Information

In response to requests from parents, St Margaret's College generates contact lists for each year group. This information is to be circulated for our school community purposes only and we request other parents respect the privacy of others and not use the information for any other purposes.

We consent to the following (please tick as applicable):

All details to be released: Mother's only  Father's only  Both

No details to be released:

Selected details to be released: Name  Address  Email address  Phone (home)  Phone (mobile)

We consent  We do not consent  to photos of our daughter being used in College publications and for promotional purposes.

Please contact the school office if you have any concerns about the publication of your daughter's photo.

You have the right to request access and to request correction of information held about you by the College.

Please contact the school office if you need to change your details.

*We accept these conditions of enrolment and agree to abide by them:*

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

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

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

Please ensure you enclosed the following with your completed and signed Application for Enrolment form:

Your daughter's birth certificate or proof of New Zealand citizenship  Photograph  Application Fee

**Post to: The Enrolments Office, St Margaret's College, PO Box 25 094, Christchurch 8144**

**Payment can be made via internet banking: Account No.: 010825 0001315 00**

**Please use student surname and EFEE as reference.**