



Application for Enrolment Student Enrolment Contract

Full Name of Student: _____

Proposed Year of Entry: _____ Year Level: _____

All sections must be completed. Tick the relevant responses identified with a box.

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

Daughter's birth certificate or proof of residency Photograph Application Fee

Prior to enrolment, it is important that, as Parents, you inform the School if your daughter has any particular additional needs such as medical, physical, learning (including giftedness) or social/emotional, which require specialised and professional attention (over and above the level of individual attention already offered to students at St Margaret's College). Please advise of these additional needs in the space provided in this Student Enrolment Contract and attach supporting documentation as applicable. The School reserves the right to determine its ability to meet the needs of students with additional needs.

STUDENT INFORMATION

Surname: _____ Given Name(s): _____

Preferred Name: _____ Date of Birth: / /

Day Girl Boarder

New Zealand Resident: Yes No

Ethnic Group: _____ Iwi: _____

Proposed Year of Entry (eg 2020): _____ Proposed Year Level (eg Year 7): _____

CURRENT SCHOOL

Name: _____ Location: _____

Current Year Level: _____

Has the student ever been expelled, suspended or asked not to return to school?

Yes No

If yes, please provide details separately in writing.

SISTER CURRENTLY ENROLLED AT ST MARGARET'S COLLEGE

Enrolled Name: _____ Current Year Level: _____

Enrolled Name: _____ Current Year Level: _____

RELATIVES WHO HAVE ATTENDED ST MARGARET'S COLLEGE

Current Name: _____ Maiden Name: _____ Relationship: _____

Current Name: _____ Maiden Name: _____ Relationship: _____

HOW DID YOU HEAR ABOUT ST MARGARET'S COLLEGE?

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Current Family | <input type="checkbox"/> Relative in School | <input type="checkbox"/> Mother is an Old Girl | <input type="checkbox"/> Relative is an Old Girl |
| <input type="checkbox"/> Local Knowledge | <input type="checkbox"/> Recommendation | <input type="checkbox"/> Advertising | <input type="checkbox"/> At an Event |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Open Day | <input type="checkbox"/> Website | <input type="checkbox"/> Internet Search |
| <input type="checkbox"/> Scholarship | <input type="checkbox"/> Other: _____ | | |

WHY DID YOU CHOOSE ST MARGARET'S COLLEGE?

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Academic Standards | <input type="checkbox"/> All-Girls Education | <input type="checkbox"/> Atmosphere | <input type="checkbox"/> Referral |
| <input type="checkbox"/> Curriculum | <input type="checkbox"/> Heritage & Tradition | <input type="checkbox"/> Facilities | <input type="checkbox"/> Location |
| <input type="checkbox"/> Pastoral Care | <input type="checkbox"/> Sport Programmes | <input type="checkbox"/> Tour of School | <input type="checkbox"/> Information on Website |
| <input type="checkbox"/> Vision/Mission | <input type="checkbox"/> Reputation | <input type="checkbox"/> Boarding Facilities | <input type="checkbox"/> Parent Information |
| <input type="checkbox"/> Co-Curricular Opportunities | <input type="checkbox"/> Other: _____ | | |

PARENT INFORMATION

	Mother/Parent 1/ Legal Guardian	Father/Parent 2/ Legal Guardian	Step Parent/Relative/ Legal Guardian <i>(with whom the student lives most of the time)</i>
Title & Full Name:			
Other Names: (if applicable)			
Address:			
Home Tel:			
Mobile Tel:			
Work Tel:			
Email:			
Occupation:			
Employer:			

Address for Communication As above or complete table below:

	For Correspondence <i>(if different to student's residential address)</i>	For Fee Statements <i>(if different to correspondence address)</i>
Title & Full Name:		
Postal Address:		
Email:		

Please tick this box if you require correspondence to be sent to both parents separately

Please complete this section only if parents are not living together:

Student lives with Both Parents Father Only Mother Only Guardian

Shared Arrangement _____ % with Mother / Legal Guardian _____ % with Father / Legal Guardian

	Mother	Father
With whom should the School communicate regarding day-to-day matters?	<input type="checkbox"/>	<input type="checkbox"/>
With whom should the School communicate regarding daily attendance?	<input type="checkbox"/>	<input type="checkbox"/>
To whom should the School send a copy of the academic records?	<input type="checkbox"/>	<input type="checkbox"/>

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 can 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 by direct debit within one month of receipt of the account. The St Margaret's College Trust Board has the right to charge interest on overdue accounts. This interest will be set at 5%. 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 including concessions and the terms of trade annually and will notify changes accordingly. Where accounts remain unpaid and no arrangement has been made as to their payment, 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 student 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 or Change of Status

One term's written notice of intention to withdraw the student from the College or change status, ie boarder to day girl, is required and all fees and other cost incurred over the notice period must be paid. Where insufficient 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

Both the students and parents are subject to the rules and Code of Conduct 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 and 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 Trust Board. 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: _____

If the person/s responsible for the payment of fees is/are different to the above, please complete the following:

Name:	Name:
Postal Address	Postal Address:
Email:	Email:
Relationship to Student:	Relationship to Student:
Signature:	Signature:
Date:	Date:

POST TO:

The Enrolments Office, St Margaret's College, PO Box 25 094, Christchurch 8141

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

Please use student surname and EFEE as reference.