



LYNFIELD COLLEGE

INTERNATIONAL STUDENT APPLICATION FORM

- Please complete all sections
- Write clearly – especially names and numbers
- Provide a copy of the photo page of the passport
- Provide recent copies of the student's school reports and results of any public exams the student has taken
- Provide a copy of the insurance policy in English if the school is not organising insurance
- This Application must be submitted with a completed Enrolment Agreement.
- Make sure all relevant parts of the Enrolment Agreement are read, understood and signed by a parent or legal guardian and the student only. No other person is to sign on behalf.
- Please send the above documents to international@lynfield.school.nz
- Because all the conditions of enrolment will be applied, including the International Student Fees Refund Policy, please do not accept an Offer of a Place at Lynfield College unless you have a clear understanding of these conditions.

INTERNATIONAL STUDENT FEES REFUND POLICY

REQUESTS FOR A REFUND OF INTERNATIONAL STUDENT FEES

In order to be eligible for a refund of tuition fees the parent or legal guardian of the student must apply in writing, giving reasons for the request. Supporting documentation must be provided.

Requests for a refund of international student fees must be made within twelve months after the final enrolment date of the student.

REFUND OF TUITION FEES

Refunds will be made under the following circumstances

- If an international student fails to obtain an appropriate student visa, a refund of international tuition fees will be made less an administration fee of \$300.
- If an international student voluntarily withdraws before the start date of their enrolment, a refund of international tuition fees will be made less an administration fee of \$300.
- If an international student wishes to voluntarily withdraw after the start date of their enrolment, a minimum of ten weeks' notice of withdrawal must be received by the school in writing. Where notice of less than 10 weeks is given, one full term's fees will be retained.

Administration, insurance and accommodation fees are non-refundable after the student has started their course. The school, may in its sole discretion, request further information or evidence in support of a refund request.

No refunds will be made where

- A student's enrolment is brought to an end by the school, or
- Where a student changes to domestic student status during the period of enrolment, or
- Where a student voluntarily requests to transfer to another education provider

REFUND OF OTHER FEES

Refunds of funds held on behalf of a student and homestay fees paid in advance will be made. The final amount will take into account notice given and any other costs the student has incurred.

OUTSTANDING FEES

Any fees incurred by a student during enrolment and unpaid at the time of withdrawal, will be deducted from the refund.



LYNFIELD COLLEGE International Student Application Form

Student Details (Name must be as it appears on the passport)		
Family name:		Given names:
Preferred name:		Date of birth:
Home Address:		<input type="checkbox"/> Female <input type="checkbox"/> Male
		First language:
		Email:
Passport number:	Expiry date:	Country of citizenship:

Father's Details			
Family name:		Given names:	
Home address			
Home phone:		Mobile:	
Occupation:		Email:	
First language:		Speaks English: <input type="checkbox"/> No <input type="checkbox"/> Yes	

Mother's Details			
Family name:		Given names:	
Home address			
Home phone:		Mobile:	
Occupation:		Email:	
First language:		Speaks English: <input type="checkbox"/> No <input type="checkbox"/> Yes	

Emergency Contact	
Contact's name:	
Mobile phone:	Home phone:
Email address:	
Relationship to student:	Country:



LYNFIELD COLLEGE International Student Application Form

Academic Programme	
Current school:	Grade/year level:
If the student is not currently attending school please give reasons and the date and place of last attendance:	
Has the student studied in New Zealand before? <input type="checkbox"/> No <input type="checkbox"/> Yes (please give details)	
How long has the student studied English?	
Does the student have any learning or behavioural difficulties that may affect the student's experience and progress at the College? <input type="checkbox"/> No <input type="checkbox"/> Yes (please give details)	
Starting date: Term 1 <input type="checkbox"/> Term 2 <input type="checkbox"/> Term 3 <input type="checkbox"/> Term 4 <input type="checkbox"/> (Year 9 and 10 only)	
Proposed Year level: <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13	Proposed subjects:
<i>Please note final placement decisions will be made by the College after consideration of prior learning and prerequisites being met. Some subjects may not be available after Term 1.</i>	
How long does the student plan to study at Lynfield College?	
What does the student plan to do when they leave Lynfield College?	

Interests and school activities
Music <input type="checkbox"/> No <input type="checkbox"/> Yes (please give details)
Sports <input type="checkbox"/> No <input type="checkbox"/> Yes (please give details)
Clubs <input type="checkbox"/> No <input type="checkbox"/> Yes (please give details)
What clubs/activities does the student want to join at Lynfield College?



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Medical Information

Please provide the following information:

	NO	YES	DATES	DETAILS, TREATMENT, MEDICATION
Allergy				
Anxiety/depression				
Asthma				
Diabetes				
Epilepsy				
Eczema, dermatitis, skin problems				
Head injury				
Heart condition				
Headaches/migraines				
Medical implants (for example metal pins or rods)				
Previous major illness				
Previous surgery				
Previous injuries				
Tetanus injection				
MMR vaccination (measles, mumps, rubella)				
Wears glasses/contact lenses				

Other medical conditions or disorders:

Is the student currently on any medication?

No

Yes (please provide details of all prescribed and non-prescribed medication the student will bring)

I agree that _____ (student name) may receive, from the school nurse, over the counter medicines for minor ailments.

Signed: _____ (Parent)



LYNFIELD COLLEGE International Student Application Form

Accommodation
<input type="checkbox"/> The student will live in a Homestay arranged by Lynfield College
Student's interests and hobbies:
Can the student live with pets? <input type="checkbox"/> Yes <input type="checkbox"/> No (please provide details)
Can the student live with young children (under 6 years old) <input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student have any food allergies or special dietary requirements? <input type="checkbox"/> No <input type="checkbox"/> Yes (please provide details)
Is there anything further that the school needs to be aware of that may impact the student's enrolment and homestay placement? <input type="checkbox"/> No <input type="checkbox"/> Yes (please provide details)
<i>To assist with placement the student should write a letter of introduction and send with this application</i>

<input type="checkbox"/> The student will live with a Designated Caregiver (relative or family friend)	
Name of caregiver:	
Address (in NZ):	
Home phone:	Mobile:
Email:	
Relationship to student:	Years known to student:

<input type="checkbox"/> The student will live with a Parent Mother Father	
Family name:	Given names:



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Insurance Details		
<input type="checkbox"/> Lynfield College will arrange international student insurance with Southern Cross Travel Insurance.		
<input type="checkbox"/> Lynfield College is not required to arrange international student insurance with Southern Cross Travel Insurance.		
Name of insurer:	Policy number:	
Insurance cover start date: / /	Insurance cover expiry date: / /	
A copy of the policy, in English, must be provided		
<i>Travel and Medical insurance is compulsory. All policies must comply with the Education (Pastoral Care of International Students) Code of Practice.</i>		
Citizenship:	Passport Number:	Expiry:
First Language:	Speaks English: <input type="checkbox"/> No <input type="checkbox"/> Yes	

Agent Information	
Agency name:	Location:
Agent name:	
Agent email address:	Phone:

Application Checklist	YES	NO
ALL sections of the Application Form are completed		
A copy of the photo page of the passport is provided		
Recent copies of the student's school reports and results of any public exams the student has taken are provided		
ALL relevant parts of the Enrolment Agreement are read, understood and signed by a parent or legal guardian and the student only		
ALL relevant parts of the International Student Accommodation Agreement are read, understood and signed by a parent or legal guardian and the student if the student is going into homestay		
A letter of self introduction, written by the student, is provided		
ALL relevant parts of the Designated Caregivers Agreement are read, understood, completed and signed by a parent or legal guardian and the student if the student will live with a Designated Caregiver		
A copy of the insurance policy in English is provided if the school is not organising insurance		
Send the above documents to international@lynfield.school.nz		

Lynfield College has agreed to observe and be bound by The Education (Pastoral Care of International Students) Code of Practice 2016.

Copies of the Code are available on request from Lynfield College or from the NZ Qualifications Authority website: <http://www.nzqa.govt.nz>