

International Student Enrolment Form

Year Level: (1 – 13)

Start Date:

Length of Enrolment:

Details of Student

Gender:

Date of Birth:

First and Middle Names (as on passport):

Last Name (as on passport):

Known As (preferred name):

Country of Birth:

Religion:

First Language:

Student Email:

Student Mobile Number:

Passport/Visa Details

Passport Number:

Passport Expiry Date:

Visa details if available:

Student Visa/Permit Issue Date:

Student Visa/Permit Expiry Date:

Visa Application Number:

Visa Client Number:

Parent / Legal Guardian Details

Parent/Guardian 1

Full Legal Name:

Relationship to Student:

Address:

Home Telephone Number:

Mobile Phone Number:

Email Address:

Occupation:

Parent/Guardian 2

Full Legal Name:

Relationship to student:

Address:

Home Telephone Number:

Mobile Phone Number:

Email Address:

Occupation:

Has the student studied at a NZ or at an overseas school before: **Yes** **No**

If yes, please state where:

How many years have you studied English: **Years** **Months**

Does a parent or guardian speak or read English: **Speak:** **Read:**

Emergency Contact Details:

Full Name:

Relationship to Student:

Contact Phone Number:

Email Address:

Agent Details (Only applicable if you are using an agency)

Name of Agency:

Agent Address:

Contact Person:

Contact Phone Number:

Email of Agent:

New Zealand Contact Person (if applicable)

This can be a family friend the student wishes to have regular contact with

Name of Contact Person:

Address (in NZ):

Telephone Number:

Mobile Number:

Email:

Relationship to you: Family Friend

Parent

Other Relative (please specify):

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Medical Details

Please tick the following boxes if the student suffers from any of the following medical conditions:

- Asthma
- Back / Neck Problems
- Glandular Fever
- Hepatitis A or B
- Allergy to Bee / Wasp Stings
- Migraines
- Heart Conditions
- Epilepsy
- Diabetes
- ADHD (attention deficit hyperactivity disorder)
- Autism
- Mental Health
- Allergies including food allergies (please list):

Details of medical conditions selected above, or any other medical conditions:

Please Note: If you suffer from any of the above conditions, it is advisable to bring your own medication.

As part of signing this application you give permission for Springbank School to:

- contact your doctor if further information is required or in the case of an emergency.
- call an ambulance in an emergency situation

Please give/refuse consent for the following to be given by school:

Paracetamol	Yes	No
Ibuprofen	Yes	No
Antihistamine	Yes	No

Please list any other medications regularly taken by student:

Does the student smoke or vape? Yes No

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Accommodation Requirements

Do you wish to have homestay accommodation organised by Springbank School: Yes No

The student will be living with their parents or legal guardians: Yes No

I wish to organise my own accommodation with a relative or family friend (designated caregiver). Designated Caregiver form to be completed: Yes No

Food requirements, eg vegetarian (please state if any):

Please briefly describe the student's interests/hobbies to enable us to get a better understanding of their personality to match with a homestay family:

Designated Care Giver (DCG) Details

(Complete only if staying in accommodation **not** organised by Springbank School)

Name of Caregiver:

Address (in New Zealand):

Mobile Phone Number:

Email:

Relationship to you: Family Friend Other Relative (please state):

Please note: A DCG must be a relative or close family friend of the family. This accommodation must be approved by Springbank School prior to the student's arrival. Please provide a copy of the passport (and visa if applicable). Parents must sign an indemnity document to designate care to the caregiver. Please request a copy of our Designated Caregiver form to complete, this is a formal mutual agreement between the student's natural parents and the designated caregiver.

Insurance Details

It is a mandatory requirement to have medical and travel insurance before travelling to New Zealand.

Would you prefer for Springbank School to arrange insurance cover for your child? Yes No

If you already have a comprehensive insurance policy, record the details below.

Insurance Policy Provider:

Copy Attached: Yes No

Insurance Policy Number:

Insurance Expiry Date:

Educational Needs

What are the learning strengths of the student:

What are some educational challenges the student experiences:

If applicable: Please list behavioural issues and/or misdemeanours that have resulted in formal action (official warnings, stand downs, suspensions, exclusions, and/or expulsions). **Please note that failing to disclose this information may lead to cancellation of enrolment at any stage.**

Subject Choices

All subject information is in the International Student Policies Document on page 15. For more specific information, please refer to the [Senior Course Guide](#).

Please rank your subject choices below in order of preference. 1 is most preferred, down through the options to least preferred. Some subjects are compulsory at different year levels – these are listed in Blue.

Year 10 and 11 Subject Choices	Preference
English Language	Compulsory
Mathematics	Compulsory
Coordinated Science	Compulsory
Business Studies	
Geography	
Information and Computing Technology	
Art & Design	
Outdoor Adventure (\$450 fee per term applies)	
Physical Education	

YEAR 12 and 13 Subject Choices	Preference
English Language	Compulsory
Art and Design	
Biology	
Business Studies	
Chemistry	
Design Technology	
Geography	
Global Perspectives	
Information and Computing Technology	
Marine Science	
Mathematics	
Outdoor Adventure (\$450 fee per term applies)	
Physical Education	
Physics	
Psychology	
Young Enterprise	

We endeavour to provide first choice options for students, however some subjects are only offered biannually (every second year) in Year 12 & 13, and timetable clashes can mean first choices are not possible and less preferred options are provided.

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Springbank School Agreements

1. Media Image Consent:

Do you consent to Springbank School using video/photos of the applicant for promotional purposes? This helps us promote our programme to other international students:

Consent

Do not consent

2. Outdoor Adventure and Education Outside the Classroom Consent:

Activities will vary throughout the year and can include but are not exclusive to:

- Adrenaline water park – inflatable obstacle course
- Boat excursions including island walks and fishing
- Bushcraft
- Free diving
- Hiking
- History tours
- Kayaking
- Rock wall climbing (indoor)
- Sailing
- Ski biscuiting (inflatable raft towed behind a boat)
- Stand up paddle boarding
- Surfing
- Waka ama (canoe paddling)

Risk assessments are undertaken; safety protocols are followed and appropriate adult to student ratios are followed in all activities to ensure student safety. Where appropriate and necessary, safety equipment (such as harnesses, life jackets) is compulsory. Activities are chosen to be seasonally appropriate and are weather dependant.

3. Do you give consent for the applicant to participate in EOTC learning opportunities?

Consent

Do not consent

Can the student swim confidently in deep water? **Yes** **No**

4. Attire and presentation

We have no set uniform at Springbank School. Our expectation is that all students will present themselves in a manner that is respectful of the Springbank environment and positive ethos. Students shall dress neatly and be clean and tidy.

I agree to the school's dress code including the following:

- No un-natural hair colouring.
- No visible tattoos or body modifications.
- No visible piercings apart from ears.

- No midriff visible or shoestring shoulder straps or racer-back tops.
- Brief shorts or skirts are unacceptable.
- Swim wear is to be appropriate for active activities and the use of rash shirts for sun protection is recommended
- No offensive language or logos on clothing
- Hats and beanies are not to be worn inside the classroom
- Appropriate closed in footwear must be worn in the science lab at all times for safety purposes.
- Principal has final discretion on any unclear clothing/presentation situation.

Agree

Disagree

5. Digital Device Agreement Summary (the full policy can be provided upon request)

Middle and Senior students must bring a digital device (preferably laptop) to school each day, fully charged and ready to use for each lesson. The school digital network and all devices, school and student owned, are to be used solely for the academic purposes which support Springbank School's curriculum. Digital devices may NOT be used for illegal activities, transmitting or receiving inappropriate or controversial materials, commercial activity, or promoting the use of drugs, alcohol, vapes or cigarettes.

Springbank School reserves the right to determine what constitutes acceptable use and limit computer access for such uses. While the school has implemented technology protection which measures and blocks/filters access to inappropriate content, students are responsible for good behaviour on computers, the network and the internet. This includes all personally owned devices which students may bring to school.

Mobile phones are generally prohibited for use as a personal device. While students are on school grounds and /or attending off-site excursions or events, mobile phones must be switched off and stowed away in bags. They may only be switched on with specific authorisation from a staff member for a specific purpose. Smartwatches are permitted to be worn at school, however all smartwatch transmitting functions such as Bluetooth, Wi-Fi and mobile data must be switched off while the student is on school grounds and /or attending an offsite excursion or event.

Agree

Disagree

Policies and Guidelines

[International Student Policies and Guidelines](#)

I have read and agree to abide by the International Student Policies and Guidelines. I agree to abide by Springbank School's general policies (which are available upon request).

Agree

Disagree

Declarations

I declare that all the information submitted in this application is true and correct. I confirm that I am authorised on my own behalf as applicant, or I am authorised to act on the behalf of the applicant/guardians in relation to completion and submission of this application.

Note: Failure to disclose relevant information or the provision of false information may result in termination of enrolment at any point.

Agree

We (parents) accept authority of Springbank School and all the provisions as set out in the Policies and Guidelines Document, and we are aware that Springbank School will act according to the New Zealand Ministry of Education [Code of Practice](#).

Parent/Guardian 1 Name:

Signed:

Parent/Guardian 2 Name:

Signed:

Please attach copies of the following for your application:

Passport

Vaccination Certificate

Latest school report – translated to English

Teacher/school letter of recommendation

Introductory letter from student explaining a little about themselves

NZ Visa if completed

Photos: (these are shared with your confirmed homestay family)

Facial photo of student – for school file for staff to familiarise and recognise student pre arrival.

Family photo

Student in activities they enjoy

(If applicable) Copy of Insurance Policy (English version please)
