

Application for Enrolment

Details of Student

Gender: Male Female

Date of Birth:

Last Name:

First Name:

Known as (preferred name):

Ethnicity:

Year Level:

Desired Commencement Date:

Parents' Details

Mother's Last Name:

Mother's First Name:

Address:

Occupation:

Place of Work:

Telephone Number:

Work Phone Number:

Mobile Number:

Email Address:

Father's Last Name:

Father's First Name:

Address:

Occupation:

Place of Work:

Telephone Number:

Work Phone Number:

Mobile Number:

Email Address:

How did you find out about Springbank?

Addresses for Invoices & Academic Correspondence

Postal Address:

Email Address:

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Academic History

Latest School Attended:

Dates: From:

To:

School Address:

Year Level Just Completed:

.....

Medical Information

Doctor's Name:

Telephone Number:

Vaccinations (if known)	Year	Vaccinations (if known)	Year
Tetanus		Hepatitis A	
Tuberculosis		Hepatitis B	
MMR		Polio	

Are there any medical concerns of which the school should be aware? This could include allergies, hearing, sight, diabetes, speech, medication.

Are there any special requirements for your child in a medical emergency?

Student Information

Sports and Leisure Activities:

Cultural Interests (music, dance, drama, art):

Educational Strengths/ Difficulties:

If applicable: Behavioural issues and/or misdemeanours that have resulted in formal disciplinary 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.

Terms of Enrolment

- 1) A deposit of the first term's fees (current fee structure below) is payable on the school's acceptance of the student. The deposit will be credited to the first term's fees when the student starts at Springbank School. No refund will be given if the student is accepted for enrolment but does not attend Springbank School.
- 2) I/We accept responsibility to ensure that all fees are paid in full, prior to, or on the first day of each term. Notice of any tuition fee changes shall be given by the school managers at least one term in advance. (See School Enrolment where the student does not start or complete a full term).
- 3) I/We accept that in the event that the account becomes overdue and is referred to a collection agency and/or law firm, I/we will be liable for all costs incurred for debt to be collected in full.
- 4) A full term's notice in writing is required by the caregivers before the withdrawal of a student. Where insufficient notice is given, I/we agree to pay the equivalent of the next full term's tuition. For students not returning for the following year, written notice must be given by parents by the end of Term 3 of the current year.
- 5) The student is subject to a high standard of conduct and discipline, and high expectations for learning. I/we accept the right of the school for any reason judged sufficient by it to require if necessary the withdrawal of the student after admission (see Student Planner for Discipline Policy and Procedure). If a student is withdrawn by the school before the end of a school term, no refund will be given for the remainder of the term.
- 6) My/our child has not been suspended, is not under suspension and has not been excluded or expelled from another school.
- 7) I/we have disclosed all information regarding any current or previous behavioural issues; and any current or previous academic concerns or limitations.
- 8) I/we authorise Springbank School to contact any previous educational institutions attended by my child, for the purpose of obtaining academic and behavioural records.
- 9) I/we give permission for staff to take photos and video clips of my child for educational purposes (displays, newsletters) and for promotional purposes (advertisements, brochures, website, social media).
- 10) Privacy Act: I/we accept that all information relating to the student will be used for school purposes and may only be released to outside agencies at the discretion of the school management.
- 11) I/we declare that the information provided in this application is true and correct. I/we accept that any false, misleading, or undisclosed information may lead to cancellation of enrolment at any stage.
- 12) In addition to tuition fees, activity fees are set each term and are payable for such things as school camp, trips, visiting performers, academic competitions and subject-specific costs. I/we agree to pay all tuition and activity fees.

13)

Current tuition fees for New Zealand residents are:	Per Term	Per Year
Junior School (Year 1-6)	\$3,810	\$15,240
Middle School (Year 7-9)	\$4,050	\$16,200
Senior School (Year 10-13)	\$4,270	\$17,080

Out of School Declaration

I/we give ...Springbank School permission to take my child on class trips, and other
I/we do not give excursions within the Bay of Islands local area of the school.

(Other school trips will require specific permission).

Please clearly specify any special conditions:

Declaration and Agreement for Motor Vehicle Transportation

I/we consent ...to my child being carried as a passenger by an adult, acting under
I/we do not consent the direction of the school.

Declaration

I/we request that the above child be enrolled at Springbank School.

I/we have read the Terms of Enrolment on Page 4, and as a condition of the acceptance of the above child, I/we agree to abide by them.

I/we have enclosed a copy of my child's NZ Birth Certificate or proof of residency along with a copy of their last school report and completed Immunisation Certificate.

Signature(s) of Parent(s) / Legal Guardian

Name:

Signed:

Date:

Name:

Signed:

Date: