

Dear Applicant

Thank you for your interest in studying at Cromwell College. We are a unique and progressive New Zealand state secondary school catering for students between the ages of 11 - 18 years. We have hosted international students since 1995. Students from Japan, Thailand, Korea, Canada, Germany, Brazil, Sweden, China, United States of America and the United Arab Emirates have enjoyed a fantastic educational and cultural experience at our school. We are big enough to provide an excellent and well-resourced education but small enough to be friendly and supportive.

We provide a broad range of subjects for our senior students, both traditional academic courses and vocationally oriented courses. Our teachers are highly professional and dedicated. The College also has a wide range of extracurricular activities for student participation.

The town of Cromwell with a population of 4000 people is much like the College, friendly, well-resourced and with a positive and progressive attitude. Our close proximity to Wanaka and Queenstown and the skifields of the Southern Alps makes an educational experience at Cromwell College even more exciting.

You can find out more about our school and our surrounding community by visiting our website at www.cromwell.school.nz. If you have any further questions or need any clarification please do not hesitate to contact us. We look forward to receiving your application for study at our school.

Sincerely

Tony Streeter
Acting Principal

admin@cromwell.school.nz

APPLICATION PROCESS

In order to process your application you will need to provide us with the required information. The following items need to be returned in order for us to proceed.

- 1 Please fill in completely the Cromwell College International Student Application Form
- 2 Please fill in completely the Tuition and Behaviour Agreement Form.
- 3 Please fill in completely the Accommodation Request Form.
- 4 Please supply a copy of your latest school report.
- 5 Please supply a letter of reference from your English teacher indicating proficiency.

- 6 Please supply a letter in your own handwriting of no more than two pages which explains your reasons for wanting to come to Cromwell College and what you hope to gain by your experience here.
- 7 Please attached a passport sized photograph to the front of your application.
- 8 Please include a brief letter to your home-stay family introducing yourself and any photos of yourself and your family.

9

Once we have received all this information we will make a decision about your application and inform you as quickly as possible. If you are accepted you will then receive a Conditional Offer of Place and an invoice (which will include tuition, homestay, homestay set-up fees, insurance and bond). This will be faxed or sent to you. Please note that a Visa will not be issued by a New Zealand Consulate or Embassy until all fees are paid in advance. Upon receipt of payment in full, a receipt will be faxed or sent to you to enable an application for a student visa to be made.

It is compulsory for all International Students to have Travel and Health Insurance. This can be purchased by Cromwell College on your behalf. If insurance is purchased from the home country a photocopy or faxed copy of the policy, in English, must be forwarded to the Director of International Students. Included on the invoice is the bond. This sum is held by Cromwell College to be used for uniform, stationery, school trips, subject materials etc. A statement will be issued regularly and a refund made if all the money is not spent.

Upon receipt of confirmation of your visa, homestay and insurance details will be forwarded and a request for flight details made. You will be met at the Queenstown Airport by the Director of International Students, the home-stay coordinator or a College staff member, or a Host Parent.

Cromwell College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>

Please return your application information to:

Director of International Students
Cromwell College Barry Avenue
Cromwell
Central Otago, NEW ZEALAND

INTERNATIONAL STUDENTS' APPLICATION FORM

Student Details:

Family Name

First Names English

Name (if any)

Gender: M F Date of Birth

Home country address

Home country telephone number

Home country Fax number Home

country e-mail address Country of Birth

Country of Citizenship

First Language

Other languages spoken

Passport Number Country of Issue

Date of Issue Date of Expiry

Caregiver Details

Father's Full Name

Father's Address

Father's Phone: Fax:

e-mail address

Mother's Full Name

Mother's Address

Mother's Phone: Fax

e-mail

I/We would like to receive the Cromwell College email newsletter at the following email address.....

Agency / Education Consultancy Details

Name of
company
Consultant
Address

Phone Fax

E-mail address

Educational Details:

How many years of High School have you completed?

Name of present school?.....

Class/level.....

Subjects you are studying this year

1) _____ 2) _____ 3) _____ 4) _____

5) _____ 6) _____ 7) _____ 8) _____

Level of English proficiency 1 (none) 2 (little) 3(good) 4(very good) 5 (fluent) - please circle the appropriate level

Desired Academic Programme at Cromwell College: (please tick)

Level of Study	Pre-University/NCEA Level Three	Year 13	<input checked="" type="checkbox"/>
	NCEA Level Two	Year 12	<input type="checkbox"/>
	NCEA Level One	Year 11	<input type="checkbox"/>

Preferred Subjects in order of preference (see options guide for choice)

1	2	3
4	5	6

Note: All students must satisfy the entrance criteria for the subjects they choose. Cromwell College reserves the right to place students in a programme of study which the College determines is best suited to the student's ability level.

Date you intend to start at Cromwell College

Date you intend to return to your home country.....

Arrival Details (if known)

You will be picked up at Queenstown Airport by a Cromwell College staff member or Host Parent:

Arrival Date Flight Arrival Time.....

Flight Number

Medical Information

Do you suffer from any illness or injury the school should know about?

Yes No

If yes, please provide details including medications.....

Note: All International Students attending Cromwell College must have comprehensive medical insurance, which can be arranged by the school.

Do you require Cromwell College to arrange medical insurance? Yes/No

Agreement:

We confirm that all the information included in this application and on the accompanying forms is correct.

Name of parent/caregiver

Signature

Date **Relationship to Student**.....

Please complete and return along with -

- 1 International Student Tuition and Behaviour Agreement Form
- 2 Accommodation Request Form
- 3 A copy of your latest school report
- 4 A letter of reference from your current or past English teacher indicating your English ability level
- 5 A letter in your own handwriting of no more than two pages which explains your reasons for wanting to come to Cromwell College and what you hope to gain by your experience here.
- 6 A passport sized photograph attached to the front of this application
- 7 A letter and photos for the home-stay family

Please send all completed forms and information to

Director of International Students
Cromwell College Barry Avenue
Central Otago New Zealand

Phone: 00 64 3 4451121 Fax: 00 64
3 4451122 Email:
admin@cromwell.school.nz Internet:
www.cromwell.school.nz

CROMWELL COLLEGE ACCOMMODATION REQUEST FORM

Family Name First Names
English Name Date of Birth.....
Home Address Age Sex M O F D
Telephone
Fax

Religion

I wish to live in - Homestay accommodation Cromwell College
Apartments

Student's Email Address

Parents' Email Address

Medical Insurance Company

Are you allergic to animals? If so give details.....

What hobbies and sports are you interested in?

Do you smoke? Yes No Are you vegetarian? Yes No

Are there any foods you cannot eat? Please give details.....

Do you drink alcohol at home? Yes No

Conditions of Registration

Cromwell College agrees to place the student in a suitable homestay. Checks are made to ensure that both student and host family are compatible. If the student goes on

holiday for one week or more they will pay a reduced fee while they are away, providing sufficient notice is given.

I accept the Conditions of Registration and wish to apply under these terms.

Student's signature..... Date

Signature of Parent/Guardian



Cromwell College Barry Avenue
Cromwell, Central Otago New
Zealand

Phone 64 (03) 445 1121
Fax 64 (03) 445 1122
E-mail - admin@cromwell.school.nz
Internet - www.cromwell.school.nz



Please use the rest of this page to write a letter to your new host family or school telling us something about yourself, your interests and why you would like to come to Cromwell College.

INTERNATIONAL STUDENTS' TUITION and BEHAVIOUR AGREEMENT

**This is an agreement between (the student) AND
.....(the parents or guardians) AND Cromwell College.**

1 Cromwell College agrees to -

- a provide tuition to the student as requested, provided that the student meets the admission conditions for the course.
- b provide help, support and guidance to the student during their study at the College.
- c use its best efforts to ensure the safety, health and wellbeing of the student while at Cromwell College.
- d provide homestay accommodation, on request.
- e use its best efforts to ensure that the homestay accommodation meets the student's needs.
- f notify agent or parents if home-stay details change.
- g provide regular reports of the student's progress to his/her parents, and, if required, to the student's agency
- h follow the instructions and guidelines of the new **Zealand Ministry of Education Code of Practice for International Students**

2 The parents agree that -

- a the student is subject to the rules and regulations of Cromwell College and to the discipline provisions of the New Zealand

Education Act, 1989.

- b the student will follow any reasonable instructions given by a school staff member or home-stay parent c they will provide the College with academic and medical information about the student d the College can receive and use information from any other person about the student's medical, educational or welfare history e the College can receive financial information about the student f the College can discuss information about the student with the home-stay parents in the same way that such matters are discussed concerning domestic students g the College may permit the student to participate in extra curricular activities
- h the College has the necessary authority to provide consents in the event of a medical emergency where the parents are unable to be contacted
- i the College has the authority to provide consent for students to take part in activities that are part of the day-to-day and educational life of the school j the College has the right to alter the student's course of study if this is seen to be in the best interest of the student k they will provide the student with an adequate level of funding for personal effects, travel etc l they will be responsible for the cost of any damage to the school or public property.

3 The student agrees -

- a to abide by the homestay guidelines, as detailed in this booklet b to exercise care in respecting the property of the school and the homestay family
- c not to leave their accommodation for another permanent address without the school's permission d follow all school rules and regulations e wear the school uniform as required

4 All fees paid to Cromwell College are protected by the fee protection guidelines of the College.

5 Tuition fees are only refunded in accordance with the College's refund policy.

6 While the College will do its best to ensure the safety, health and wellbeing of the student, the College is not liable for any damage or harm caused to the student, or to his/her property inside or outside school hours.

7 The College may terminate the tuition of the student in the following circumstances -

- a if the student fails to attend school for more than 20 consecutive

days without an acceptable reason b if the student fails to
complete the work required in the course c if the student is suspended or
excluded from school as a result of
the application of the Ministry of Education's rules d if the student
violates their agreement concerning homestay rules
and regulations

- 8** This agreement may also be terminated by the parents, by giving written notice to the College. Notice must be given two weeks in advance. If the agreement is terminated, then the procedures of the refund policy will apply.
- 9** If the student leaves school for any reason before the finish of the stated course of study, the College will inform the New Zealand Department of Immigration as to a change of the immigration status.
- 10** This agreement is subject to the Consumer Guarantees Act, 1993, and the Fair Trade Act.
- 11** Parents and students have the right, under the New Zealand Privacy Act, to have access to any personal information about themselves that is held by the College. Parents and students can request corrections to any personal information held by the College.
- 12** This agreement is made under New Zealand laws. The courts of New Zealand have exclusive jurisdiction.

Student Agreement

I have read and understood the terms set out in this agreement and I agree to them

Signed Date

Name of Student

PARENT or CAREGIVER AGREEMENT

I have read and understood the terms set out in this agreement and I agree to them

Signed Date

Full name of Caregiver.....

Relationship to student.....

SIGNED on behalf of CROMWELL COLLEGE

Signed Date

Full name of Cromwell College Representative

Position at Cromwell College

2008 CROMWELL COLLEGE APARTMENTS TUITION AND BEHAVIOUR AGREEMENT

This is an agreement between (the student)

AND

.....(the parents or guardians) AND Cromwell College.

- 1 All Apartments students will be involved with the Outdoor Pursuits Academy or the Cromwell College Golf Academy
- 2 At the discretion of the principal, students may be allowed to participate in either programme on a non-resident status.
- 3 The College reserves the right to alter any Apartments, Outdoor Pursuits or Golf Programme as befits the school.

Cromwell College will endeavour to

- a Provide the student with tuition as pertains to their chosen programme.
- b Provide a safe and supportive living and learning environment at the Apartments.
- c Provide help, support and guidance to the student during their tenure.
- d Maintain regular contact with home.
- e Provide a course of study that best fits the student's needs and abilities. The College reserves the right to place all students into a course of study which the College determines is best suited to the student's ability level.

The parents or guardians agree that

- a The student is subject to the rules and regulations of Cromwell College and to the discipline provisions or the New Zealand Education Act, 1989.
- b The student will follow instructions, rules and regulations as set out by the hostel managers, academy directors and Cromwell College staff.
- c The College will be provided with necessary medical, educational and welfare history.
- d The College has the authority to provide consent in the event of a medical emergency in situations where the parents are unable to be contacted.
- e The College has the right to alter the student's course of study if this is seen to be in the best interest of the student. f They will provide the student with an adequate level of funding for personal effects, travel, etc. g They will be responsible for the cost of any damage done to the school, the Apartments or public property by the student.

h All fees will be paid as required in the timeframe set out by the College. **The**

Student will

- a Take part fully in all aspects of the programme including academic study at school, commitment to the chosen academy and commitment to the life and philosophy of the Apartments programme.
- b Follow all rules and regulations as set out by the school and hostel managers.
- c Exercise care and concern in respect to school, Apartments', other students', staff and the Cromwell community's property.
- d Abide by the drug, alcohol and smoke-free status of the Apartments and the College.

Additional Information

- 1 Normally the course of study for the Golf Academy or the Outdoor Pursuits Programme is for one academic year.
- 2 At the discretion of the principal, students may enrol for a period of time of less than one year, or may enter the programme at a time other than January. It would usually be expected that these entry points will be at the beginning of a term.
- 3 Students who disregard the rules and regulations of the programme may be removed from the Apartments. This may be the result of repeated offences or the commitment of a serious offence. Parents and caregivers will be warned in advance if the student's behaviour is causing concern. However, in the case of a serious offence the school may act immediately. Serious offences could include but are not limited to:
 - a. violation of the drug, alcohol and smoke-free status
 - b. physical or verbal assault on a student or staff member
 - c. wilful damage to property
- 4 In such cases, the Principal will convene a disciplinary committee of the College's Board of Trustees who will follow due process and investigate the situation. The committee will have the right to suspend the student from the Apartments for a period of time or exclude the student from the Apartments for the remainder of the year. If, in the opinion of the hostel manager and the Principal, the student is likely to be a danger to others or to property, removal may be immediate and the police may be involved. Students who come under the disciplinary provisions of the Apartments in relation to drug use may be asked to submit themselves for regular drug testing as a condition of continuing in the programme.
- 5 If a student is suspended or excluded from the Apartments it shall be the responsibility of the parents to find alternative accommodation.
- 6 In all cases involving illegal activity, the College reserves the right to involve the police.

- 7 All fees must be paid within 30 days of receipt of invoice. The College reserves the right to terminate the enrolment of a student at the Apartments if fees are not paid. The College will send out regular invoices for fees and will facilitate a direct credit payment system if this is desired. The College reserves the right to employ the services of a debt collection agency if fees are not paid on time. All costs related to debt collection will be the responsibility of the student's parents or caregivers.
- 8 Students who wish to leave the programme early are encouraged to do so at the end of a term. Parents and caregivers should give the school six weeks notice of this situation. Students who leave the programme partway through any term for any reason will be required to pay the fees for that term and any outstanding costs or damages owing to the school.
- 9 As a general rule students in the Apartments programmes are not allowed to have a car or motorcycle. Students who have a valid reason for needing motorised transport must contact the schools' principal in advance to discuss the situation. If the principal grants permission for a car or motorcycle then the student and caregiver must agree to the school's conditions of use. These conditions include the surrender of keys to the supervisors and only using the vehicle as pre-arranged with the supervisor.

STUDENT AGREEMENT

I have read and understood the terms set out in the agreement and I agree to abide by them.

Signed Date

Name of Student

PARENT OR CAREGIVER AGREEMENT - all caregivers must sign

I have read and understood the terms set out in the agreement and I agree to abide by them.

Signed Date

Full Name of Caregiver

Relationship to Student

Date

Full Name of Caregiver

Relationship to Student

SIGNED on Behalf of CROMWELL COLLEGE

Signed

Date

Full name of representative Position

at the College

EXTREME SPORTS AUTHORISATION FORM

Student's Name

Mother/Guardian

Father/Guardian

We hereby authorise that our son/daughter may participate in extreme sport whilst in New Zealand including bungy jumping, paragliding, skydiving, abseiling, skiing, snowboarding, ice skating, swimming, netball, rugby, cricket, basketball, hockey, horse riding, tramping, rafting, sailing, windsurfing, kayaking, jet boating, water skiing, skateboarding, mountain biking, tennis, badminton, golf.

If you **do not** wish your son/daughter to participate in any of the above sports, please tick this box.

We agree to accept total responsibility for all costs associated with extreme sports or travel. We do not hold Cromwell College or the homestay family responsible for any injury or loss incurred while taking part in extreme sports or travel.

We agree that our son/daughter must return to his/her homestay family and must promptly attend classes at the completion of any travel. We agree that our son/daughter must communicate in advance to the Director of International Students and the homestay family about any extreme sports or travel that he/she will make during the stay in New Zealand. If travel is undertaken a complete itinerary will be submitted to the Director of International Students for approval.

Authorised by:

Father's signature

Mother's Signature