

Cromwell College Apartments Application 2012

Please complete the application form, the Apartments Tuition and Behaviour Agreement, the Cromwell College Application for Enrolment Form.

Please submit the following items with your application booklet:

1. A copy of your latest school report.
2. A copy of your NCEA Record of Achievement.
3. A letter in your own handwriting explaining why you wish to attend Cromwell College and participate in the Outdoor Pursuits Programme. This report should detail things such as your past and current experiences and interests, successes, your future goals and ambitions and what you hope to gain from your year at Cromwell College. Please limit your report to no more than two sides of an A4 sheet of paper.
4. A deposit of \$250.00. If your application is unsuccessful your deposit will be returned to you. If your application is successful and you withdraw from the programme before 24 September then \$100 will be refunded to you. Any refund for withdrawal after this date will be at the Principal's discretion.

Please send your completed application and supporting documentation to:

Cromwell College
Barry Avenue
Cromwell 9310
Central Otago

Rolling Entry

Cromwell College operates a "rolling entry" system of acceptance for both academies. Effectively this means that we will start the decision process upon receiving your application. This gives both you and the College time to plan and prepare for next year.

Assuming everything is in order you will usually receive an answer within two to three weeks. Because of the "rolling entry" policy you are encouraged to apply early. We have a limit of 30 students in total between the two academies. Once this limit is reached then students will be placed on a waiting list.

All the best with your application.

Mason Stretch
Principal

Referees

Please supply the names, addresses and telephone numbers of two adults who are willing to act as referees on your behalf.

One of these must be a staff member at your current school. Please ensure that you check with your nominated referees in advance.

Referee One _____

Position Held _____

Work Phone _____

Home Phone _____

Cell _____

Referee Two _____

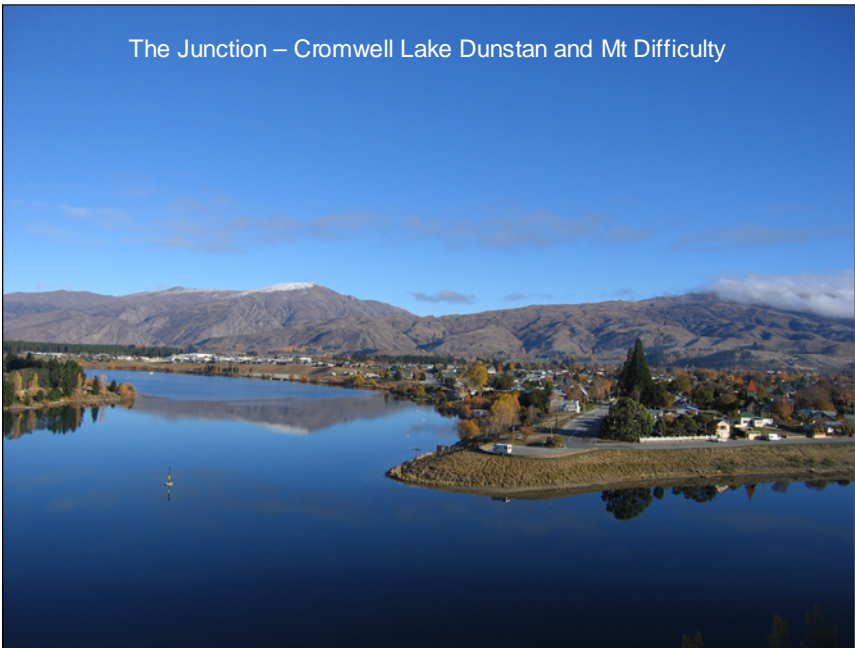
Position Held _____

Work Phone _____

Home Phone _____

Cell _____

Cromwell College reserves the right to contact other people at your current school or elsewhere if we need more information to support your application.



**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 and the Apartments Life Skills Programme for the full duration of their enrolment.
- 2 The College reserves the right to alter any Apartment and Outdoor Pursuits 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 will be provided with any information on a student's disciplinary record pertaining to stand-down, suspension or police involvement.
- e 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.
- f 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.
- g They will provide the student with an adequate level of funding for personal effects, travel, etc.
- h They will be responsible for the cost of any damage done to the school, the Apartments or public property by the student.
- i 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 Apartments 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 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 consult with the College's Board of Trustees, the Apartments managers, the Assistant Principals responsible for Apartments students and due process and investigate the situation. On the basis of this investigation the Principal 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 part-way 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 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 managers and only using the vehicle as pre-arranged with the managers.

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

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

Signed Date

STUDENT DETAILS

Family Name _____ Year (now) _____ Class (Office) _____
 First Names _____ Year enrolling for _____
 Preferred Name _____
 Gender _____ Date of Birth _____
 Mail to Whom _____ Enrolment Number (Office) _____
 E-mail address _____ House (Office) _____
 Address _____ Date of first attendance _____
 _____ Emergency Contact Number _____
 Home Telephone _____ Fax _____
 Are you a NZ citizen? Yes No
 If No, what is your Resident Status? _____
 Type of Visa _____ Invoices/Accounts are to be sent to:
 Nationality - which country were you born in? Father Mother Other
 _____ If other, please name _____
 First Language - English? _____
 Last School Attended _____

*** A photocopy of identification (ie. Birth certificate, passport) is required***

PARENT/CAREGIVER #1

Family Name _____ Occupation _____
 Title - Mr Mrs Ms Miss Workplace _____
 First Names _____ Relationship: ie. Mother/Stepmother _____
 Address _____

 Home Phone _____ Does the child live with you? Yes No
 Work Phone _____ Are you a legal guardian? Yes No
 Access rights? Yes No
 Documentation required for custody arrangements.

PARENT/CAREGIVER #2

Family Name _____ Occupation _____
 Title - Mr Mrs Ms Miss Workplace _____
 First Names _____ Relationship: ie. Father/Stepfather _____
 Address _____

 Home Phone _____ Does the child live with you? Yes No
 Are you a legal guardian? Yes No

Work Phone _____ Access rights? Yes No
Documentation required for custody arrangements.

STUDENT MEDICAL INFORMATION

Does the student have any medical problems Yes No
If yes, please specify, with degree of severity _____

Name of child's or family doctor _____

OTHER STUDENT INFORMATION

Ethnic Group: please specify _____

Do you have any Maori Ancestors? Yes No Which Iwi _____

Country of Birth _____ Citizen or Permanent Resident of _____
(Documentation required)

Cyber safety Agreement: On arrival students will be given a cyber safety agreement to take home, please ensure you complete the cyber safety agreement and return it to the office as soon as possible, replacement copies can be collected from the office.

SPECIAL NEEDS

1 **My child is receiving help/has received help with:**

- Reading
- Maths
- Other (please explain) _____

Please detail:

Is there any other information that may be helpful for us in knowing, understanding and assisting your child/children/family? (Eg. adopted child, blended family, custody arrangements etc.)

DECLARATION

I agree to comply with the school's requirements concerning discipline, attendance, uniform, fees, books and all other matters pertaining to the welfare of the College. I will do my best to see that _____ complies with the College expectations.

Signature of Parent/Guardian _____
Date

I will comply with the school regulations and act with consideration for other students and school staff.

Signature of Student

Date