



International Student Enrolment Form

It is important that you read the information, terms and conditions in the Enrolment Form, Student and Enrolment Agreements before signing. This enrolment form and additional documents can be scanned and sent to Lincoln High School by email or fax. Alternatively, the original application, along with the copies of your documents (reports, letters, passport and photograph), can be posted to:

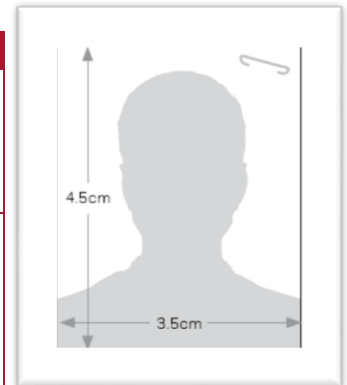
Lincoln High School International Office 25 Boundary Road Lincoln 7640 NEW ZEALAND	Telephone + 64 3 325 2121 Fax + 64 3 332 2509 Email: international@lincoln.school.nz Website: www.lincoln.school.nz
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IMPORTANT:

- When you have completed the form, please use the checklist below to make sure you have sent all the documents and information we need
- Please print clearly in English using **CAPITAL LETTERS**

Please attach a passport-size photograph of the student here

Student's Details (please print clearly in English using CAPITAL LETTERS)		
Family name/Last name (as shown in passport):		
Given name(s)/First name(s) (as shown in passport):		
Preferred First name	Gender (Tick one) <input type="radio"/> Male <input type="radio"/> Female	Date of Birth DD MM YYYY



Checklist - Documents and Information you must attach with your application
<input type="checkbox"/> One passport sized photograph
<input type="checkbox"/> School Reports (in English) from schools attended in the previous 12 months
<input type="checkbox"/> A letter of recommendation from the Principal or English teacher of the most recent school attended
<input type="checkbox"/> A personal letter stating the reasons for applying to study at Lincoln High School
<input type="checkbox"/> A copy of your Passport including Passport number and expiry date


Passport Details			
Student's Passport Number		Country issued	
Passport expiry date	Nationality	Date of NZ arrival	
DD MM YYYY		DD MM YYYY	

Parent's details		
Father's last name	Father's first name	Speaks English: <input type="radio"/> Yes <input type="radio"/> No
Mother's last name	Mother's first name	Speaks English: <input type="radio"/> Yes <input type="radio"/> No
Address		
City		Country
Father's Occupation:		Mother's Occupation:
Email address (please print clearly)		Phone number (Country code + Area code + Number)
Cell phone (Country code + Area code + Number)		Fax number (Country code + Area code + Number)
If parents are separated, who do you live with? Mother <input type="radio"/> Father <input type="radio"/>		

Emergency contact (if we cannot contact your parents)		
Last name	First name	Speaks English: <input type="radio"/> Yes <input type="radio"/> No
Relationship to student	Phone number (Country code + Area code + Number)	
Email address (please print clearly)	Cell phone (Country code + Area code + Number)	

Agent Details (complete only if you have one)	
Agency name	Contact person
Full Postal Address (address + suburb + city + postal code + country)	
City	Country
Email address (please print clearly)	Website
Phone number (Country code + Area code + Number)	Fax number (Country code + Area code + Number)
Cell phone (Country code + Area code + Number)	

Support person/Relative in New Zealand (complete only if you have one)	
Company name	Contact person
Full Postal Address (address + suburb + city + postal code + country)	
Email address (please print clearly)	Phone number (Country code + Area code + Number)
Fax number (Country code + Area code + Number)	Cell phone (Country code + Area code + Number)

Course and School Details	
Level of study requested <input type="radio"/> Year 9 <input type="radio"/> Year 10 <input type="radio"/> Year 11 <input type="radio"/> Year 12 <input type="radio"/> Year 13	Start date: <input type="radio"/> Term 1 <input type="radio"/> Term 2 <input type="radio"/> Term 3 <input type="radio"/> Term 4 Year: 20____
Length of course <input type="radio"/> Academic year <input type="radio"/> Three terms <input type="radio"/> Two terms <input type="radio"/> One term <input type="radio"/> Other (please state):	
Have you studied at a NZ school before? <input type="radio"/> Yes <input type="radio"/> No (If yes, please state name of the school)	
I wish to take the following subjects: (List in order of preference)	
1.	4.
2.	5.
3.	6.
<div> <div>How many years have you studied English?</div> <div>What is your level of English?</div> </div> <div>  Please note: <i>The course of study is dependent upon English and academic ability. In some cases it is not always possible to gain entry to your first choices of subjects as classes may be full – particularly if you arrive mid – year. However, we will ensure you have a course which is suitable to you and your level of achievement. The school reserves the right to determine the appropriate level of study or recommend a transfer for further study in the English Language.</i> </div>	

Your School History Overseas		
Year	Name of school	Country
Year	Name of school	Country

Sporting & Cultural		
Sport	Number of years played	Level: <input type="radio"/> beginner <input type="radio"/> elementary <input type="radio"/> intermediate
Sport	Number of years played	Level: <input type="radio"/> beginner <input type="radio"/> elementary <input type="radio"/> intermediate
Musical instrument you play	Number of years played	Level: <input type="radio"/> beginner <input type="radio"/> elementary <input type="radio"/> intermediate
Language	Number of years studied	Level: <input type="radio"/> beginner <input type="radio"/> elementary <input type="radio"/> intermediate
Other	Number of years studied/played	Level: <input type="radio"/> beginner <input type="radio"/> elementary <input type="radio"/> intermediate

Medical details (to be completed by a parent)

Please tick the box of any medical conditions your child suffers from:

<input type="checkbox"/> Allergies	<input type="checkbox"/> Asthma	<input type="checkbox"/> Back/Neck problems	<input type="checkbox"/> Bee sting
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Food Allergies	<input type="checkbox"/> Glandular fever
<input type="checkbox"/> Heart conditions	<input type="checkbox"/> Hepatitis A or B	<input type="checkbox"/> Migraines	<input type="checkbox"/> Rheumatic fever
<input type="checkbox"/> Other		Does your child wear glasses? <input type="radio"/> Yes <input type="radio"/> No (If yes it is advisable to bring your glass prescription in case of breakage) Does your child have hearing difficulties? <input type="radio"/> Yes <input type="radio"/> No	

Medical details (to be completed by a parent)

Please write details of any condition you have:

Is your child taking any medication?

☐ Yes ☐ No (If yes, please list and explain)

Are there any other physical or mental health conditions or concerns that would place your child at risk? (e.g. depression)

☐ Yes ☐ No (If yes, please explain)

Does your child have any learning or behavioural needs? (e.g. dyslexia)

☐ Yes ☐ No (If yes, please explain)



Please note: If your child is on any medication, it is advisable for them to bring it to NZ

Insurance



It is compulsory for International Students to have medical insurance while in New Zealand

Lincoln High School is able to purchase Unicare insurance. This policy is compliant with the NZ Code of Practice for International Students. The brochures are available at www.uni-care.org.nz

Please tick one:

- ☐ I would like Lincoln High School to arrange Insurance and add it to my invoice
- ☐ I will take out medical and travel insurance and will send Lincoln High School a copy of the policy in English before I leave my home Country and understand that the insurance must meet the requirements for International Students under the Education (Pastoral Care for International Students) Code of Practice 2016

Accommodation details

Please tick one:

- ☐ I would like Lincoln High School to arrange a homestay for me and to add it to my invoice ☐ Yes ☐ No
- ☐ I will be living with a family friend or family member (Designated Caregiver) ☐ Yes ☐ No
- ☐ I will be living with one of my parents. If yes which NZ Visa will your parent have ☐ Visitor Visa ☐ Guardian Visa ☐
- ☐ Is either parent intending to apply for a Work Permit, Business Visa or Permanent Residency? ☐ Yes ☐ No



A designated caregiver must be either a close friend of your parents, or a family member. This accommodation must be approved by the school before you arrive and adults over the age of 18 living in the house will be police checked (the school arranges this when they visit)

Name of Designated Caregiver:

Relationship to you:

Address:

Email address:(please print clearly)

Phone number: (Country code + Area code + Number)

Cell phone: (Country code + Area code + Number)

Accommodation Requests

Please answer the questions below:

- ☐ Would you feel comfortable living with small children? ☐ Yes ☐ No
- ☐ Would you feel comfortable living with another international student of a different culture? ☐ Yes ☐ No
- ☐ Would you feel comfortable living with a family with no children? ☐ Yes ☐ No
- ☐ Would you prefer to live in a family with children of the same age? ☐ Yes ☐ No
- ☐ Would you feel comfortable living with a family where one parent smokes? ☐ Yes ☐ No
- ☐ Would you attend church with your host family? ☐ Yes ☐ No
- ☐ Do you have a religious affiliation? ☐ Yes ☐ No

If YES please state: _____

- ☐ Many New Zealand families have pets. Are there any concerns regarding pets? ☐ Yes ☐ No

If YES, please explain: _____

- ☐ What time do your parents expect you home in the evenings? Week days _____ Weekends _____

- ☐ Are you a vegetarian or have diet restrictions due to your religion? ☐ Yes ☐ No

If YES, please explain: _____

- ☐ Do you have any food allergies? ☐ Yes ☐ No

If YES, please explain: _____

Letter to Prospective Host Family

Please use this page to write a 'Dear Family' letter. Please tell them about your family, hobbies, friends, home and school life. You might like to write about why you want to come to New Zealand. You can use extra paper if you wish.

[illegible]

PHOTOS: Please attach any photos of yourself with your family

Refund Procedure

In accordance with the Education Amendment Act (No 4) 1991, an International Student enrolled for a course of study at Lincoln High School and wishing to withdraw, is entitled to:

1. Withdraw before 7 days of course commencement
 - a) Full payment of tuition fees minus NZ\$100 enrolment fee
2. Withdraw within 7 days of course commencement
 - a) Refund of remaining fees minus administration fee of \$500.
3. Withdraw any time after 7 days of course commencement
 - a) Refunds of tuition fees made in exceptional circumstances
 - b) A refund of remaining fees minus an administration fee of \$500 and any other costs incurred on behalf of the student e.g. agent's commission, government levy.
 - c) All unused homestay fees and contingency fees will be refunded without permission from the Board of Trustees
4. No refund when enrolment is withdrawn by the school
5. No refund when passport status has been changed to permanent residence
6. No refund if a student chooses to change schools after 7 days of course commencement

In order to be eligible for any refunds, the student must apply in writing to the Chairman of the Board of Trustees, stating the reasons for withdrawal from the course of study.

Grievance Procedures

Lincoln High School has established guidelines for students who have a complaint or grievance against the school. The procedure for dealing with such an issue is:

1. International students who consider that they have a concern, complaint or grievance with Lincoln High School should in the first instance discuss the concern with the Director of International Students.
2. If the matter is not resolved to the satisfaction of the student, the student or their authorized agent/representative should then take up the matter with the Principal.
3. If the matter is still not resolved satisfactorily, the student should put their concern in writing to the Board of Trustees of Lincoln High School. The board will then consider the matter and come to a decision.
4. If, at this stage, the student is still not satisfied with the outcome, the complaint should be taken to the International Student Disputes Resolution Scheme (DRS) established by section 23AJ of the Education Act 1989. The DRS will receive and adjudicate on complaints received from International Students or their authorized agents/representatives concerning breaches of the Education (Pastoral Care of International Students) Code of Practice 2016. Information about the DSR is available in the International office, or by mail at:

The Complaints Officer
Quality Assurance Division
P O Box 160
Wellington 6140

Email: qadrisk@nzqa.govt.nz

Quality Assurance

The Education Review Office (ERO) is a government department whose purpose is to evaluate and report publicly on the education and care of students in schools. Find online at <http://www.ero.govt.nz>

You can view the most recent ERO report for Lincoln High School by going to <http://www.ero.govt.nz/review-reports/lincoln-high-school-05-10-2012>

Our school is very proud of this report, which is a very positive endorsement of the excellent leadership in our school and the outstanding work being done by our staff to support the learning and achievement of our students.

Staffing and Facilities

Lincoln High School has a very caring and supportive international team who are available 24/7. Contact details for our team are available at: <http://www.lincoln.school.nz/international>

Students of all levels are recommended and strongly encouraged to bring an appropriate device to school. A student owned internet capable device is now an important part of a student's toolkit, giving them instant access to unlimited resources and enabling them to support, extend, communicate and share their learning in a way that prepares them for the future. More information can be found at: <http://www.lincoln.school.nz/students-and-learning/byod.html>

You can learn more about the facilities available at Lincoln High School by following this link: <https://www.youtube.com/watch?v=S7BdSKdRKpA>

Potential Learning Outcomes and Pathways

As student's progress through the school, they are able to select subjects leading toward their career choices and further study beyond school. A course planning handbook is published online each year. It provides details of courses being offered, their entry requirements and any related costs. You can find this handbook online at: <http://www.lincoln.school.nz/courses/introduction/>

Career options and pathways are offered to international students through our International Staff who will direct you to the relevant person for advice. The International Staff will provide additional support for international students when applying for future study at universities within New Zealand and abroad.

Variation of Conditions on a Student Visa

Year 12 and 13 students can apply for a variation to their student visa to allow them to work up to 20 hours per week during the term time and full time during the Christmas Holidays with written permission from the school and their parents or legal guardian. Please refer to Immigration New Zealand for more information: <https://www.immigration.govt.nz/new-zealand-visas/options/study>

Useful Links

The Code: <http://www.nzqa.govt.nz>

Study in New Zealand: <http://www.studyinnewzealand.govt.nz>

Studying in Christchurch: <http://www.christchurcheducated.co.nz>

NZQA's Studying in New Zealand: <http://www.nzqa.govt.nz/studying-in-new-zealand>

Immigration New Zealand's Studying in New Zealand: <https://www.immigration.govt.nz/new-zealand-visas/options/study>

New Zealand Now: <http://www.newzealandnow.govt.nz>

Tourism New Zealand: <http://www.tourismnewzealand.com>

Medical Release Authorisation

We give Lincoln High School, its employees, and the host family, at their discretion, and, if necessary, at the cost of the student or his/her natural parents – in the case of expenses exceeding the coverage of the insurance cover, the power to place the student in a hospital; or in any other institution for any type of assistance or medical treatment, or, if there is no hospital available, to place him/her under the care of a local medical doctor for his/her treatment.

We also grant Lincoln High School all necessary permissions to act as legal guardians and “in loco parentis” in any situation, especially in emergencies, whatever medical or other, including the possibility for surgical operations or any other treatment.

We also authorise Lincoln High School to return the student to their home country at his/her cost, if necessary, to submit to medical treatment, if this is deemed necessary by the above-mentioned people, after consultation with medical authorities. We confirm that at the time of signing this document, our child enjoys perfect health, and that his/her health record as filled in by a parent on the application form is true and complete. We also grant Lincoln High School the power to act on our behalf in anything pertaining to possible representation before local authorities. This authorisation shall be valid for the entire duration of the student’s study programme at Lincoln High School.

Parent Signature: _____ Date: _____

Travel Authorisation Form

In the interests of safety, it is necessary for all holiday travel plans to be approved by the International Director before any bookings or arrangements are made. In general, approval will NOT be given for independent travel or for travel to be undertaken without adult supervision. In addition, an email from the student’s natural parent (s) must accompany this form. The email must clearly state the parents’ agreement and permission for the student to undertake organised and supervised holiday travel, and the parents’ acceptance of full responsibility for the travel. The parents’ email must clearly state that the parents accept that Lincoln High School is not organising or supervising the independent travel.

We, the parents of the student, hereby authorise Lincoln High School, as agents of the natural parents, to make the determination for student travel for the length of the student’s enrolment at Lincoln High School. This authorisation is given in advance only when the student is travelling and supervised by a host parent or by a representative of the school.

Parent Signature: _____ Date: _____

Photographs and Marketing Material

As a parent, I grant permission for the school to take photographs of my child during school activities and that the school may use those photographs on the Lincoln High School website, international newsletters and school newsletters, as well as in marketing material for the school.

Parent Signature: _____ date: _____

Liability Release

The undersigned, as student and parents, on behalf of ourselves, and our legal representatives, renounce to claim against Lincoln High School, teachers, co-ordinators, any person intervening on behalf of the school, that may arise due to injury, damage, sickness, accident, delay, unusual circumstances or expenses due to strikes, war atmospheric conditions, quarantine, government restrictions of regulations, or those derived from acts of omission of airlines, shipping companies, railroads, buses, transportation in general, hotels, restaurants or any other service given by companies, individuals or anyone related with the aforementioned.

We understand that the student will be subject to the authorities and teachers of the school and that he/she will have to follow the rules given by the family. We also understand that Lincoln High School reserves the right to terminate the programme of any participant whose conduct may be considered detrimental or incompatible with the interest and security of the school or the student. The student agrees to accept and uphold the standards of conduct (behaviour) set by Lincoln High School and the host family for the duration of the programme. He/she also agrees to maintain friendly and respectful relations with his/her teachers and the classmates and, especially, with all the members of the family, to accept the rules of conduct and to participate in family life as much as possible.

Parent Signature: _____ date: _____

Student Signature: _____ date: _____

I have read and understood ALL the information in this booklet regarding Lincoln High School Fees Refund Policy, Code of Practice and Grievance Policy. I declare that the information supplied is true and correct.

Parent Signature: _____ date: _____



Failure to disclose all or give false information may lead to termination of your application

Lincoln High School has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016 published by the New Zealand Qualifications Authority (NZQA). Copies are available on request from this institution or from the NZQA website at www.nzqa.govt.nz