



International Student Application

HOW TO APPLY TO BE AN INTERNATIONAL STUDENT AT NAPIER BOYS' HIGH SCHOOL

A student can apply to join Napier Boys' High School's international programme at any stage during the school year.

STEP 1

The student and parents complete the **INTERNATIONAL STUDENT APPLICATION FORM AND CONTRACT**. Send this, plus verified school report, medical certificate and a photograph to the school. We recommend this process is guided by an education agent or agency.

STEP 2

If the application is successful, the student and the parents will be notified that a place is available and an **Offer of Tuition and Accommodation Place** form will be sent. If the application is unsuccessful notice will also be given.

STEP 3

The parents should accept the Offer of Place by sending the first year's fees (or an appropriate portion according to the start date). See Fees Schedule.

STEP 4

Receipt for fees will be forwarded to the person who pays the fees, this may be an education agency, and a letter will be sent stating that the student has a place at the school, that accommodation will be provided and that the fees have been banked by the school. This letter and the **Offer of Tuition and Accommodation Place** form are necessary for the student to obtain a Student Visa (see Step 6).

STEP 5 INSURANCE

You must arrange medical and travel insurance cover. The school can do this for you.

Accident Insurance: The Accident Compensation Corporation provides accident insurance for all New Zealand Citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at: <http://www.acc.co.nz> Eligibility for health services. If you receive medical treatment during your visit you may be liable for the full costs of that treatment. Full details on entitlements to public health services are available through the ministry of health and can be viewed on their website at <http://www.moh.govt.nz> The High School can assist with this or you may wish to get information from your nearest New Zealand High Commission or Embassy.

STEP 6

Apply for the Student's Visa. Generally, this will be completed with the assistance of your son's agent. However, if you are making an application without an agent, to get a visa it is necessary to:

Complete the "Application for Student Visa" form and attach a passport photo.

Have the "Sponsoring a Student" (Financial Undertaking) form completed.

Send these two forms to the nearest New Zealand High Commission or Embassy with:

- (a) A student visa application fee
- (b) The student's passport or Certificate of Identity
- (c) The **Offer of Tuition and Accommodation Place** form (see Step 4)
- (d) A receipt for payment of fees (see Step 4)
- (e) Guarantee that accommodation will be arranged (see Step 4)
- (f) Two character references if under 17 years of age or a local police clearance, if 17 or over.
- (g) The relevant New Zealand Immigration Service fee

NB: If the student's course of study is less than three months, then a visitor's visa is sufficient.

INTERNATIONAL STUDENT APPLICATION FORM AND CONTRACT

Napier Boys' High School has agreed to observe and be bound by the Code of Practice for International Students as published by the Minister of Education. Copies are available for the Ministry of Education website at: <http://www.minedu.govt.nz>

YEAR LEVEL: (PLEASE TICK THE YEAR LEVEL WHICH APPLIES)

Year 9 Year 10 Year 11 Year 12 Year 13

Please attach
Passport photo
Here

START DATE:

Term 1 Term 2 Term 3 Year: 20 [] Length of course: [] Terms

DETAILS OF STUDENT

Gender: Male Date of Birth: / /

Last Name (as on passport):

First Name (as on passport):

Known As:

Country of Birth:

Religion:

First Language:

Student Email:

Student Mobile Number:

PASSPORT/VISA DETAILS

Passport Number:

Passport Expiry Date:

Date of Entry into NZ:

Student Visa/Issue Date:

Student Visa/Expiry Date:

ACADEMIC PLUS OUTDOOR ACTIVITIES PROGRAMME:

YES:

NO:

PARENTS DETAILS

Mother's First Name: _____
Mother's Last Name: _____
Address: _____

Occupation: _____
Telephone Number: () _____
Work Phone Number: () _____
Mobile Number: _____
Fax Number: _____
Email Address: _____
Father's Last Name: _____

Father's First Name: _____
Father's Last Name: _____
Address: _____

Occupation: _____
Telephone Number: () _____
Work Phone Number: () _____
Mobile Number: _____
Fax Number: _____
Email Address: _____

AGENTS DETAILS**(Only applicable if you are using an agent)**

Name of Agency: _____
Agent Address: _____

Contact Phone Number: _____
Contact Person: _____
Email of Agent: _____
Fax Number: _____

NEW ZEALAND CONTACT**(If applicable)**

Name of Contact Person: _____
Address (in NZ): _____

Telephone Number: _____
Mobile Number: _____
Email: _____
Fax Number: _____
Relationship to you: Relative (please state: _____)
 Family Friend
 Parent

MEDICAL DETAILS

To be completed and signed by the Student's physician. The physician should not be related to the student. Each question must be answered with a detailed explanation included or attached in a separate report for "YES" responses to questions 3-9, 11-13. Napier Boys' High School reserves the right to ask for further information. The student and parent / guardian must also sign.

Student's Full Name _____ Home Country _____ Birthdate _____

1 Height _____ Weight _____ B/P _____ Pulse _____ Respiration _____

2 Do you note any abnormalities concerning height, weight (including substantial loss or gain in the past six months), blood Pressure, pulse or respiration? Yes No If yes, explain: _____

CHECK YES OR NO. HAS THE STUDENT HAD THE DISEASES / CONDITIONS LISTED BELOW:

	YES	NO	IF KNOWN:		YES	NO
a) Measles			Títér: _____ Date: _____			
b) Mumps			Títér: _____ Date: _____	h) Rheumatic Fever		
c) Rubella			Títér: _____ Date: _____	i) Cough (persistent, recurring)	<input type="checkbox"/>	<input type="checkbox"/>
d) Chicken Pox	<input type="checkbox"/>	<input type="checkbox"/>		j) Headaches (persistent, recurring)		
e) Poliomyelitis	<input type="checkbox"/>	<input type="checkbox"/>		k) Sleepwalking		
f) Hepatitis	<input type="checkbox"/>	<input type="checkbox"/>		l) Enuresis		
g) Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>		m) Appendicitis		
				n) Parasites (internal)		

If yes, give detailed information and dates (use extra pages if necessary): _____

3 **ACNE** Yes No If yes, identify area, severity, any medication taken, name, dosage & frequency: _____

4 **ALLERGIES** Yes No If yes, identify area, severity, any medication taken, name, dosage & frequency: _____

5 **ASTHMA** Yes No If yes, identify area, severity, any medication taken, name, dosage & frequency: _____

6 **DIABETES** Yes No If yes, identify area, severity, any medication taken, name, dosage & frequency: _____

7 **EPILEPSY or SEIZURE** Yes No If yes, identify area, severity, any medication taken, name, dosage & frequency: _____

8 HAS THE STUDENT EVER HAD ANY DISEASE, IMPAIRMENT OR ABNORMALITY OF:

	YES	NO		YES	NO
a) Abdominal organs, digestive system	<input type="checkbox"/>	<input type="checkbox"/>	e) Heart blood vessels		
b) Lungs, respiratory system	<input type="checkbox"/>	<input type="checkbox"/>	f) Tonsils nose or throat		
c) Bones, joints, loco motor system	<input type="checkbox"/>	<input type="checkbox"/>	g) Blood, endocrine system		
d) Genito-urinary system	<input type="checkbox"/>	<input type="checkbox"/>	h) Eyes / vision, ear / hearing		

If yes, please explain (use extra pages, if necessary): _____

9 HAS THE STUDENT EVER BEEN HOSPITALISED?

Yes No If yes, give dates, diagnosis and outcome for each incident. _____

Student's First Name _____ Student's Family name _____ Home Country _____

10 Is the student currently taking medication or injections (other than those mentioned previously)? Yes No

If yes, identify the medication, reason for usage, dosage and frequency: _____

11 Has the student EVER consulted a neurologist, psychologist or any other specialist for a nervous, emotional or eating disorder? Yes No

12 Is there a history of, or present evidence of, an emotional, nervous or eating disorder? Yes No

If yes to either (12 or 13), a FULL report by the specialist and a statement by the student about the illness or specific problem must be attached in a sealed envelope.

Note: Living in a foreign country can be stressful. Please evaluate the student's condition and treatment along with his or her ability to manage this adjustment.

13 Are there any health limitations or restrictions on the student's activities and / or sports participation or any medical information which should be considered for a home/school placement? Yes No if yes, please describe: _____

14 Does the student wear glasses or contact lenses? Yes No

15 When was the date of the student's last dental check-up? _____

Does the student wear braces? Yes No

If yes, will orthodontic care be needed while at Napier Boys' High School? Yes No

16 STUDENT HAS HAD THE FOLLOWING IMMUNISATIONS, PLEASE SPECIFY EXACT DAY, MONTH AND YEAR

	YES	DAY/MO/YR	DAY/MO/YR	DAY/MO/YR	DAY/MO/YR	DAY/MO/YR
Measles	<input type="checkbox"/>	_____	_____	_____	_____	_____
Mumps	<input type="checkbox"/>	_____	_____	_____	_____	_____
Rubella	<input type="checkbox"/>	_____	_____	_____	_____	_____
Diphtheria	<input type="checkbox"/>	_____	_____	_____	_____	_____
Pertussis	<input type="checkbox"/>	_____	_____	_____	_____	_____
Tetanus	<input type="checkbox"/>	_____	_____	_____	_____	_____
Poliomyelitis	<input type="checkbox"/>	_____	_____	_____	_____	_____
BCG	<input type="checkbox"/>	_____	_____	_____	_____	_____
Hepatitis B	<input type="checkbox"/>	_____	_____	_____	_____	_____
Other	<input type="checkbox"/>	_____	_____	_____	_____	_____

TB Test Which type (circle one) Mantoux or Tine Date: _____ Result (+/-) _____

I, the undersigned, certify that a thorough physical examination of the student has been given and all important recent medical information has been included on this form, and that the student is able to travel. I understand that the omission of any information could be harmful to the student's health care and could result in the student being sent home.

Physician Name _____ Signature _____ Date _____

Email _____ Phone _____

The parent and student's signatures below confirm that the information on this Health Certificate is correct and complete. Incomplete information could be harmful to the student's health care and could result in the student being sent home.

Student Signature: _____ Date: _____

Parent/Legal Guardian Signature: _____ Date: _____

MEDICAL INSURANCE

Napier Boys' High School medical insurance services are provided by either;

Uni-Care Ltd www.uni-care.org or Heath Lambert www.heathlambert.co.nz.

Proof of medical Insurance (from one of the above providers) must be sent with the Acceptance of the Offer of Place at NBHS. Alternatively NBHS will arrange the required Insurance cover, please circle 'yes' below if this is the case.

YES, we require Insurance cover for _____ (student name) to be arranged by Napier Boys' High School.

DECLARATION

- I/We understand and accept the **CONDITIONS OF ENTRY** as stated above.
- I have read, understood and accept the policies, rules and procedures regarding International Students at Napier Boys High School and agree to abide by them. This includes the fee refund policy.
- I agree that all disputes will be dealt with in accordance with New Zealand law.
- I confirm all the information contained in this application is true and correct to the best of my knowledge and belief.
- I acknowledge that the provision of false information or the withholding of relevant information may result in termination of enrollment.
- I will inform the school if there are any changes to the details of this application.

Signed: _____
(Mother)

Signed: _____
(Father)

Signed: _____
(Student)

Date: _____

OR Signed: _____
(Legal Guardian)

(If signed by the Student's legal Guardian, formal proof of Guardianship must be supplied.)

NAPIER BOYS' HIGH SCHOOL RULES FOR INTERNATIONAL STUDENTS DECLARATION

1. I will obey all New Zealand Laws.
2. I will obey all the school rules of Napier Boys' High School (including these rules for International students)
3. I will not drive or own a car or motorbike.
4. I will speak only in English while at school and about my home stay home
5. I will attend school, or I will bring a note explaining any absences I might have.
6. If I want to go away from Napier I will:
 - Get written permission from my own parents and my host parents
 - The Headmaster must approve any trips away from Napier.
7. I will respect my host family. I will keep the family rules and help in the house.
8. I will not change host family without permission from the Headmaster.
9. I will not talk about my host family's affairs to other people.
10. I will not hitch hike (thumb a ride) in any other vehicle.
11. I will not take a paying job.
12. I will tell my host parents:
 - Where I am going
 - What I expect to do
 - Who I am with
 - When I expect to be home
 - How I am coming home.
13. I will respect other international students and their cultures and I will study seriously at school and be a responsible student and representative of my home country.

I understand that I may be sent home to my own country if I break any of these rules.

NB: In the case of any dispute I will submit to the jurisdiction of New Zealand Courts and I understand New Zealand law will apply.

CONDITIONS OF ENTRY AND ACCEPTANCE:

1. The Headmaster or Homestay is authorized on behalf of the parents and student to give consent to emergency surgical/medical care on the advice of Medical Practitioners.
2. Napier Boys' High School arranges a home stay placement with a Napier family. This home stay accommodation will be assessed in accordance with the Code of Practice for International Students as published by the Minister of Education.
3. The student must have appropriate/approved medical insurance.(see below)
4. Students abide by all school rules and adhere to directions of their homestay host.
5. Overseas students are **not permitted** to own or drive a motor car while in New Zealand.
6. Overseas students are **not permitted** to work while in New Zealand, without specific approval from the Headmaster & subsequent NZ Student Visa amendment.
7. School reports and a reference should have been forwarded to Napier Boys' High School with this enrolment form.
8. Refunds will be provided in accordance with the school's policy, available upon request.
9. Fees will be paid in advance in order to secure a current visa for study in New Zealand. Visas must remain current for the time of study in New Zealand
10. To obtain a visa and a permit it is necessary to pay fees before starting school. This can be arranged with the school Finance Manager.
11. Students must notify NBHS of any change of home contact details or address.
12. Students will be assessed by Napier Boys' High School staff and placed in classes appropriate to their current level of academic achievement.

A **verified copy** of the student's most recent school report should be attached to this enrolment application.

Napier Boys' High School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from Napier Boys' High School or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>.

IMMIGRATION: "Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>."

ELIGIBILITY FOR HEALTH SERVICES: Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>.

ACCIDENT INSURANCE: The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>.

MEDICAL AND TRAVEL INSURANCE DECLARATION: International students must have appropriate and current medical and travel insurance while studying in New Zealand. Please get your doctor to complete and sign the attached medical Certificate.

FEES SCHEDULE

Fees for 2017-18 are as follows, all fees are GST inclusive:

Tuition

Administration Fee: NZ \$600.00

Tuition Fees: NZ\$13,000.00 (4 school terms). 1 Term, NZD3600, 2 Terms NZD6600 & 3 Terms NZD9800

What do the Tuition Fees Include?

- Tuition.
- Class issued text books (no charge unless the textbooks are not returned).
- Goods and Services Tax.

What Is Not Included In The Fees?

- Extra tuition fees (e.g. private one-on-one tuition for Spanish)
- NZQA examination fees
- Stationery, including any write-on textbooks
- Personal requirements
- Accommodation
- Insurance
- School uniform
- Class expenses, such as cost of trips
- Sports levies
- Toll calls and internet charges
- Pocket money

Accommodation

Homestay Fees: 2017: \$220.00 per week 2018: \$225.00 per week

Refund of Fees

Once a student has arrived in New Zealand, refunds will be made only in the most exceptional circumstances (e.g. return home is necessary because of serious illness or death of a close family member) and then only partial refunds may be made, as the school will have incurred costs on the student's behalf for the whole of the year. If the status of the student's visa changes during the year and permanent residency is obtained, there is no refund of tuition fees. **See Fee Refunds Policy.**

Insurance

Students need to have proof of adequate cover (both medical and property) during their time at Napier Boys' High School. We can arrange insurance if you require this.

FINANCIAL MANAGEMENT

The Finance Division of Napier Boys' High School administers each international student's school account. Every six months a summary of receipts and payments passing through this account is sent to the parents or guardians of the student concerned.

Costs paid from each student's school account include:

- Tuition fees
- Private Board for homestay
- Stationery
- Additional tuition (such as New Horizon English courses)
- Uniform and Stationery

Students are encouraged to open their own Bank Account and they are assisted in this process by school staff or homestay parents. While we do not want students to have too much money available, it is recognised that access to money is difficult being so far from home.

It is a good idea to provide your son with pocket money for personal expenses. This can be deposited into your son's school account and transferred regularly (e.g. weekly) into his own bank account. We suggest that NZ\$1,440 per year should be sufficient for this purpose. This is, however, only a guideline.

Please note that personal toll calls, internet and e-mail charges are the responsibility of the student.

In the event that there are funds not spent in the student's school account at the end of the year, this balance is either refunded to the student's parents or carried forward on the account as appropriate.

PROJECTED BUDGET – LIVING AND STUDYING

What will it cost to study at Napier Boys' High School and live in a homestay for four terms?

In 2016-17 for 4 school terms it will usually cost up to NZ\$25,650 for an international student at Napier Boys High School to study and live as detailed below.

Study and living costs for (NZ\$) including goods and services tax (if applicable) for four terms

Item	\$NZ
Study Costs	
Tuition Fees (per year)	13,000.00
Administration Fee	600.00
Living Costs	
Homestay Accommodation	10,120.00 220.00 per week x 46 weeks
Bank Fee	20.00
*Uniform / stationery and general costs	1,910.00
Total study and living costs for first year	\$NZ 25,650.00 (note comment below)

The items marked are a guide only and the actual amounts charged will be detailed in our six-monthly mail-outs. Any money not spent from these amounts will be refunded at the end of each year. Air travel is a separate cost and is not included.*

Our hugely successful, and popular, +PLUS outdoor activity programme is an additional NZD1000 per term. We run this programme during Terms 1 & 4.

Please note that pocket money is not included. Our school can arrange for this to be paid provided that these funds are paid to us in advance. This amount may vary depending on the individual student. Students in full time homestay accommodation are responsible for all their personal expenditure.

For the school to be able to confirm a **Tuition Place and Accommodation Place** (in order to obtain a student visa) we must have received **\$NZ25,650.00 (for 4 school terms)** in advance. Fees in respect of returning International Students are required to be paid in advance to secure a Tuition Place for the following year.

The best way to pay fees is by international money transfer directly into our School bank account. The details are as follows:

Name of Account: Napier Boys' High School Hostel
Name of Bank: ASB Bank
Branch: Napier, New Zealand
Account Number: 123144 0100100 01
SWIFT code: ASB BNZ2A

Please ensure that the name of the student appears on our hostel's bank account to enable the payment to be credited to the correct account.



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