



One Tree Hill  
COLLEGE

# ONE TREE HILL COLLEGE

P.O Box 17-471, Greenlane, Auckland 1546, New Zealand

Ph: 0064 9 5795049 - 817 Fax: 0064 9 5792876

Email: international@onetreehillcollege.school.nz

Please  
attach 2  
passport  
sized  
photos

## Application Form for International Students

Please complete in English and capital letters

### STUDENT DETAILS

Family Name: \_\_\_\_\_

First Name(s): \_\_\_\_\_ English Name (if any) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: M / F (circle one)

Address in home country: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Student's Email: \_\_\_\_\_ Student's mobile: \_\_\_\_\_

### CITIZENSHIP DETAILS

Country of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

First Language: \_\_\_\_\_ Other Language(s): \_\_\_\_\_

Passport Number: \_\_\_\_\_ Country of Issue: \_\_\_\_\_

Passport issued on: \_\_\_\_\_ Passport expires on: \_\_\_\_\_

Please attach a photocopy of your passport details or a certified copy of your birth certificate

### PARENT/LEGAL GUARDIAN DETAILS. Please let the school know if these details change.

Father/Guardian: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

**EMERGENCY PHONE:** If you are not able to speak English, please provide the name and phone number of someone who speaks English. We need to be able to phone them at any time in the case of an emergency.

Phone Number: \_\_\_\_\_ Name: \_\_\_\_\_

**AGENT/EDUCATION CONSULTANCY DETAILS**

Name of Company: \_\_\_\_\_ Consultant: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**EDUCATION DETAILS**

How many years have you completed at: Junior High School? \_\_\_\_\_ Senior High School? \_\_\_\_\_

Name of present school: \_\_\_\_\_ Class Level: \_\_\_\_\_

Subjects you are studying this year: \_\_\_\_\_

*Please enclose school reports for the last year, the results of any national examinations and a letter of reference from the School Principal or Form Teacher. All documents must be in English.*

Do you have any learning disability problems (If yes, please attach a letter with the details) Yes/No  
(If you are not currently attending school, please state name of last school and last date attended.)

**IMPORTANT: The school must be told about any learning disabilities of an applicant.**  
**Failure to give this information could result in a student being asked to leave One Tree Hill College.**

**LANGUAGE DETAILS**

How many years have you studied English? \_\_\_\_\_

Where did you study? \_\_\_\_\_

English level: Beginner / Elementary / Intermediate / Higher Intermediate / Advanced

**COURSE REQUIRED**

Underline the level you would like to study. (Junior) Yrs 9,10 (Senior) Yrs 11, 12, 13

Subjects you would like to study: \_\_\_\_\_  
\_\_\_\_\_

**Note: A final decision on subject choice depends on your ability and experience. You will be assessed when you arrive at One Tree Hill College**

What are your plans for future study and career? Use extra paper if necessary. \_\_\_\_\_

When would you like to start at One Tree Hill College? \_\_\_\_\_

**ACCOMMODATION DETAILS**

Do you require information on homestay accommodation? YES / NO

If no, please provide details of your accommodation arrangements. The school will have to approve these arrangements. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## MEDICAL INFORMATION AND INSURANCE

<b>Health Questions:</b>	<b>Yes / No Please circle one</b>	<b>Please sign all and provide further Information if required:</b>
Does your child have any illness or medical condition? For example, Asthma, Diabetes. If yes, please provide details, including medications and add any support necessary to prevent any reoccurrence of any past conditions. (Please use an additional sheet if necessary)	Yes / No	<b>Parent/ Caregiver Signature</b>
Does your child have any allergies that the school should be aware of? (Please give details)	Yes / No	<b>Parent/ Caregiver Signature</b>
Is there any reason why this student should not take part in games or sport? (If yes please give details)	Yes / No	<b>Parent/ Caregiver Signature</b>
Do you authorise the school office/Nurse to seek medical assistance in the case of accident or emergency?	Yes / No	<b>Parent/ Caregiver Signature</b>
Do you authorise the school office/Nurse to provide panadol if required.	Yes / No	<b>Parent/ Caregiver Signature</b>

***Important: All international students must have appropriate and current medical and travel insurance while studying in New Zealand.***

Pre-paid insurance is from Southern Cross. It is a medical and travel insurance. Please check the website ([www.internationalstudent.co.nz](http://www.internationalstudent.co.nz)) to see if it is suitable for you.

We recommend insurance cover that covers the loss or theft of personal belongings.

If you choose to use an alternative insurance company, the school must sight the policy BEFORE the student buys it and before he/she leaves his/her home country. Otherwise Southern Cross must be pre-paid to the school. If we do not see an alternative policy, the default policy will be Southern Cross.

**Southern Cross Insurance: Yes/No (circle one)      Copy of alternative policy enclosed: Yes/No**

***GUARDIANSHIP OR CONTACT DETAILS IF APPLICABLE: Please note that a guardian or contact person is not compulsory but recommended for students under 18.***

The following person has agreed to act as a contact person for the applicant while he/she is living in New Zealand.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone numbers: Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**SPORTS/INTERESTS:** What sports do you play? \_\_\_\_\_

Do you have any other interests? (For example, do you play a musical instrument?)

**STUDENT GOALS:** Please write in English (or your own language if you have very little English), why you want to study at One Tree Hill College? What are your goals?

---

---

---

---

---

---

---

---

**PARENT AND STUDENT STATEMENT**

We have read and understand the information in the Information Booklet that comes with this application form. This includes information about **conditions of enrolment and attendance**, the **refund policy** and the **homestay policy**.

We understand that the level of study on the Offer of Place is conditional on assessment when the student arrives.

**Signed by student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed by parents or legal guardian(s)** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Print Name/s)

(Signature/s)

**Signed by agent:** I verify that the above signature/s belongs to the parent/s of the applicant:

\_\_\_\_\_ **Date:** \_\_\_\_\_

# APPLICATION FOR HOMESTAY

**NOTE: Please fill this form in only if you want a school homestay arranged by One Tree Hill College. If you are staying with friends or relatives, fill in Page 6.**

Please arrange a homestay for me with a New Zealand Family

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

Preferred/English Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Male /Female

Address in Home Country \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date of Arrival to NZ (if known) \_\_\_\_\_ Homestay start Date \_\_\_\_\_

Parent's E-mail \_\_\_\_\_

Student's E-mail: \_\_\_\_\_

Flight Details (if known) \_\_\_\_\_

People travelling with you (if any) \_\_\_\_\_

## Personal Details

*Please give the correct response to each question*

How many people are in your family? \_\_\_\_\_

Who do you usually live with? \_\_\_\_\_

How many siblings do you have? \_\_\_\_\_

What are your sibling names and how old are they? \_\_\_\_\_

Would you like children in your homestay? \_\_\_\_\_

What jobs do your parents have? \_\_\_\_\_

Mother \_\_\_\_\_

Father \_\_\_\_\_

Do you smoke? Yes \_\_\_\_\_ No \_\_\_\_\_

Is there any food you cannot eat? \_\_\_\_\_

If yes, write the food/s here \_\_\_\_\_

What are your favourite foods? \_\_\_\_\_

What pets do you have? \_\_\_\_\_

Do you like cats? \_\_\_\_\_

Do you like dogs? \_\_\_\_\_

What interests or hobbies do you have? \_\_\_\_\_

\_\_\_\_\_

What are your family's interests? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you go to church or place of worship regularly? \_\_\_\_\_

Are you allergic to anything? \_\_\_\_\_

Any other special requirements? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your personality type?

Please circle where you think you fit on the following scale where

5 is a very extrovert personality through to \_\_\_\_ 1 being a very introvert personality

5

4

3

2

1

# HOMESTAY CONTRACT

**NOTE: Please fill this form in only if you want a school homestay arranged by One Tree Hill College. If your child will stay with friends or relatives, fill in page 6.**

***If the student is under the age of 20 years, this contract must be signed by a parent or legal guardian.***

In return for One Tree Hill College finding and supervising a homestay for \_\_\_\_\_

1. I guarantee the acceptable behaviour of the student in New Zealand. I understand that unacceptable behaviour on the part of the student in the homestay may lead to the termination of the homestay and the student having to leave the school.
2. I understand that while in the care of One Tree Hill College, students must abide by New Zealand law, the rules and regulations of the school, host family and homestay rules.
3. In accordance with Immigration New Zealand regulations, students will not seek employment while holding a student visa unless they have a variation of conditions to their permit.
4. I understand the student will give at least two weeks notice to the Homestay Coordinator for One Tree Hill College before leaving the homestay. In addition I will pay for two weeks board, whether or not my son/daughter is in the home in the two-week notice period.
5. I understand that my son/daughter will not be permitted to leave homestay care without the written permission of their parent or guardian and the knowledge and permission of the Homestay Coordinator for One Tree Hill College.
6. I understand students under the age of 20 years are not permitted to own a car while attending One Tree Hill College unless strict procedures are followed. Students over 20 must see the International Office to get information regarding driving in New Zealand if they are considering buying a car.
7. I understand my son/daughter must have a comprehensive medical and travel insurance policy during their time in NZ. It is recommended that students choose a policy that will also cover the loss of personal items.
8. I understand that if any international calls are made from the premises of the homestay, the charges will be reversed to me. If they are not reverse calls, I guarantee to reimburse the homestay for any costs.
9. I will also reimburse any unpaid costs incurred by the student.
10. I understand that, if the student goes away on holiday for one week or more, they will pay \$70 per week as a holding fee for every week that they are away. This fee is for the storage of their belongings and the holding of the room. This payment shall be made in advance.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Relation to the student: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## EMERGENCY CONTACT

***This person must be able to speak English.***

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

# DESIGNATED CARE-GIVER DECLARATION

*(In place of One Tree Hill College Homestay Programme Application)*

**Parents: Please fill in this form if you want your child to live with a close family friend or relative.**

I / We acknowledge that I / We have decided to place my / our child within the care of our relative or close family friend in order for them to attend One Tree Hill College as an International Student from \_\_\_\_\_ until \_\_\_\_\_, subject to approval by the school prior to enrolment.

**Name of Student** (Full name as appears on passport) \_\_\_\_\_

**Full name/s of caregiver/s:** \_\_\_\_\_

**Caregivers' address:** \_\_\_\_\_

**Telephone: Home** \_\_\_\_\_ **Work** \_\_\_\_\_

**Mobile:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Please specify relationship (Close friend or relative)** \_\_\_\_\_

I / We agree to permit One Tree Hill College:

- To visit the home of the designated caregiver prior to enrolment to determine that that the living conditions are of a suitable standard.
- To assess that the caregiver will provide a safe physical and emotional environment for the student.
- Determine that the accommodation is not a boarding establishment. If it is, to follow the appropriate provisions as set out in the Education (Pastoral care of International Students) Code of Practice 2016.
- To meet with your son / daughter at appropriate intervals to discuss the accommodation to ensure all is well.
- To undertake a police vet of the caregiver.

Should this arrangement change I / we undertake to inform One Tree Hill College immediately. Further, I / we understand that should One Tree Hill College have any concerns regarding the welfare of my / our child that One Tree Hill College may refer the matter to the relevant child welfare authorities, or any other appropriate agency in New Zealand.

I / We understand that One Tree Hill College will make every endeavour to ensure the safety and welfare of my /our child while studying at the school.

## **Parents or Legal Guardians; Please sign this declaration**

I/We confirm that the person designated as caregiver is a true relative or close family friend.

I/We agree to these Designated Caregivers Arrangements. I/We understand that the Pastoral-care fee pays for the checking and monitoring of my/our child.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name/s** \_\_\_\_\_

**Address in Home Country:** \_\_\_\_\_

\_\_\_\_\_ **Phone:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_



## INTERNATIONAL STUDENT TUITION AGREEMENT

This is an agreement between the parents or guardians of

---

and One Tree Hill College for the 2017 academic year.

Beginning on \_\_\_\_\_

Ending on \_\_\_\_\_

1. One Tree Hill College agrees that:

- a) It will provide tuition to the Student as requested providing that the student meets our admission conditions for the course.
- b) Provide help, support and guidance to the student during their study at the school.
- c) The school will use its best efforts to ensure the safety, health and well being of the Student while at One Tree Hill College.
- d) The school will provide homestay accommodation, on request.
- e) The school will use its best efforts to ensure that the homestay accommodation meets the student's needs.
- f) The school will provide regular reports of the progress of the Student to the parents and the student's agent.
- g) The school will observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016 (The Code) published by the NZQA, New Zealand Qualifications Authority. Copies are available on request from the school or from the website: [www.nzqa.govt.nz](http://www.nzqa.govt.nz)
- h) The school will comply with sections 13 to 19 of the Education Act 1989 and follow these provisions for any stand-down, suspension, exclusion or expulsion. See [www.education.govt.nz/school/managing-and-supporting-students/student-behaviour-help-and-guidance/stand-downs-suspensions-exclusions-and-expulsions-guidelines](http://www.education.govt.nz/school/managing-and-supporting-students/student-behaviour-help-and-guidance/stand-downs-suspensions-exclusions-and-expulsions-guidelines)

2. The Parents agree that:

- a) The student is subject to the rules and regulations of One Tree Hill College and to the discipline provisions of the New Zealand Education Act 1989
- b) The student is subject to the conditions of enrolment for International students, as set out in the prospectus and the application form of One Tree Hill College.
- c) The student will follow any reasonable instruction given by a teacher.
- d) They will provide the school with all academic and medical information about the student and any other information that could have an effect on the student's study and life in New Zealand. This includes notification of any learning disabilities.
- e) The school can receive information from any other person about the student's medical, welfare or educational history.
- f) The school can receive financial information about the student.
- g) The school can use information about the student for educational, welfare and medical purposes.

- h) The school can discuss information about the student with the student's homestay parents, or guardian, in the same way that the school would discuss such matters with the parents of a New Zealand student.
  - i) The school has the right to direct the student in their academic course and subject choices using their best judgement and experience.
  - j) The school has the authority to permit the student to participate in extra school activities and school trips.
  - k) The school has the authority to provide the necessary consents in the event of a medical emergency where it cannot reasonably contact the parents in the necessary time.
  - l) That the student will not own or drive a car while enrolled at One Tree Hill College unless they have followed the driving and car ownership procedures. That the student will not travel in a car driven by a driver who is unauthorized to drive under school policy or under New Zealand law.
  - m) That they will give written permission if their child intends to travel in New Zealand during holiday periods. The school reserves the right to override the parent's decision if the child's health and safety is at risk and there is inadequate supervision on the trip. Travel to destinations other than in New Zealand will be treated as for travel in New Zealand. Students younger than 18 will not be allowed to travel unsupervised.
  - n) That they will ensure that their child will not extend holidays beyond the regulated dates.
  - o) That they will notify the school of any change of address or contact details.
3. All fees paid to the school are protected by the Fee Protection policy of One Tree Hill College.
  4. Tuition Fees are subject to a refund policy. Information on this policy is in the Information Booklet.
  5. While the school will do its best to ensure the safety, health and well being of the student, the school is not liable for any damage or harm caused to a student or to a student's property inside or outside of school hours.
  6. The school's liability in relation to tuition services is limited to the amount of tuition fees paid by the student.
  7. The student must have full and comprehensive health and medical insurance for their travel and study period.
  8. The agreement may be terminated at any time by the parent or the school. The notice of termination must be in writing. If this agreement is terminated the refunds policy attached to this agreement shall apply.
  9. This agreement is subject to the Consumer Guarantees Act 1993 and the Fair Trading Act.
  10. Parents and Students have the right under the New Zealand Privacy Act to have access to any personal information about them that is held by the school. Parents and students can request corrections to any personal information held by the school.
  11. Students' rights under the New Zealand Privacy Act allow them to ask for confidential help from health and guidance counsellors. This may include advice on contraception.
  12. This agreement can be changed by the written agreement of parents and the school.
  13. This agreement is made under New Zealand laws. The courts of New Zealand have exclusive jurisdiction.

## ***Agreement***

I/We have read and understood the terms set out in this agreement and I/we agree to them.

- **Signed by parent/s (may be signed by one parent):**

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Full Name: \_\_\_\_\_ Full Name: \_\_\_\_\_

Relation to student: \_\_\_\_\_ Relation to student: \_\_\_\_\_

Date: \_\_\_\_\_

- **Signed by agent:** I certify that the signatures above are the parents' signatures and that this document has not been signed by anyone at our agency.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name of agency: \_\_\_\_\_

- **Signed by One Tree Hill College:**

Signed: \_\_\_\_\_ Designation \_\_\_\_\_:

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_ School Stamp:

***The school will sign this tuition agreement and send a copy back to you.***

## ONE TREE HILL COLLEGE CYBER SAFETY AGREEMENT

The One Tree Hill College computer network including high speed internet and fully wireless campus offer significant benefits to our teaching and learning programmes.

The purpose of this agreement is to ensure the safety of all users of the One Tree Hill College computer network including the use of the wireless network. The school promotes and maintains a cyber safety culture which is in line with the school values, legislative and professional obligations.

### I understand that:

- The only purpose for school computers, network, and other Information Technology resources is to support teaching and classroom learning.
- I agree to only use ICT equipment under the direction of my teacher in class. This includes the use of mobile phones and other portable devices.
- I agree that whilst at school I will not have any involvement in the use of ICT which may put myself or others at risk. This includes cyber bullying and the inappropriate use of social media, for example, Facebook or Twitter.
- The school will do its best to keep me safe whilst using ICT. This includes monitoring and filtering of all data stored on or transferred using the school network.
- I understand that I am not permitted to access material through the Internet which is offensive, dangerous, inappropriate or illegal.
- I am forbidden to pass on such material by copying, storing or printing it. I will let my teacher know immediately if I accidentally access such material.
- If I use e-mail at school, I am not permitted to send any messages, which are offensive, dangerous, inappropriate or illegal.
- I understand that these rules apply to the use of all ICT equipment used at school. This includes laptops, tablets, phones and other storage devices.

### I understand how important it is to:

#### **1. Take care of Information Technology resources, such as computers, laptops, tablets and the Internet**

- a. Be careful with equipment and furniture.
- b. Respect the copyrights on software that prohibit copying.

#### **2. Be considerate of other users**

- a. Share available equipment if required.
- b. Be careful not to waste computer resources e.g. paper.
- c. I will not intentionally disrupt the smooth running of any ICT equipment. This includes not attempting to hack or gain unauthorised access to any system.
- d. Take care not to scan or display graphics, record or play sounds, or type messages, which could cause offence to others.
- e. I will remove immediately from the screen any material that would not be allowed at the school, which I accidentally come across, and tell the teacher immediately.

#### **3. Be responsible for privacy and security**

- a. I will never share my passwords with any other students.
- b. I will not give anyone on the internet information about myself or anyone else – this includes my address, phone number, photograph or credit card information.
- c. I will use external storage devices when given permission by my teacher to backup work or take it to and from home.
- d. I will tell the teacher if I come across a virus or security problem.

**I understand that if I break these rules, the school may inform my parents or caregivers. In serious cases the school may take disciplinary action against me which may involve the police if appropriate.**

**I/We have read the One Tree Hill College Cyber Safety Agreement. We understand the agreement and will abide by it.**

**Student Name** \_\_\_\_\_ **Student Signature** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

[illegible]

# Documentation and Disclosures

## Must Be Included With Application Form

Have you attached **all** of the following to your completed application form?

- ☐ A copy of your school reports for the last year, in English
  - ☐ A copy of any national examination results, in English
  - ☐ A letter of reference from your school Principal or your Form Teacher
  - ☐ Two passport sized photographs
  - ☐ Copy of your passport or birth certificate
  - ☐ Full disclosure of any learning disabilities or special learning or behavioural needs
  - ☐ Full disclosure of all current medical, physical, psychological or emotional conditions
  - ☐ Full disclosure of all support necessary to prevent reoccurrence of any previous medical, physical, psychological, behavioural or emotional conditions.
- Please record any disclosures on page 11.**
- ☐ Filled in either page 3, 4 and 5, 6 OR page 7. Do not leave these pages blank.
  - ☐ Have you and your parents signed pages 9 and 10?
  - ☐ Have you written your goals on page 4?

Student: \_\_\_\_\_

Parent: \_\_\_\_\_

Agent: \_\_\_\_\_

Date: \_\_\_\_\_

Please note that failure to disclose any of the above conditions may affect any refund application.

Now you are ready to email or post your application form to One Tree Hill College.

If your application is accepted we look forward to welcoming you to our college.

