

Zayed College for Girls
45 Westney Road, Mangere 2020
PO Box 43251, Mangere 2025
Auckland, New Zealand



2018 - 2019

International Students

Application Form

Phone: +64 9 255 0904

Email: admin@zayedcollege.school.nz

Website: www.zayedcollege.school.nz

Thank you for your interest in attending Zayed College for Girls for your studies. Before completing this application form, please take some time to get acquainted with our school by reading the Criteria for Enrolment and Code of Conduct on Page 3 of this application form. You might also like to visit our website at www.zayedcollege.school.nz. Some basic information is also provided on this page.

Zayed College for Girls is a state integrated intermediate and secondary school established in 2001.

The school offers students modern education facilities including:

- E-learning room
- Science laboratories
- Sports Complex including gymnasium and heated swimming pool,
- Library with internet facilities, careers area, and study areas available to students
- IT access all teaching classrooms

Mangere offers its residents:

- First class sporting facilities
- Multicultural eating and shopping areas
- Easy access to safe and clean beaches and water based activities such as yachting, fishing, water skiing
- Quick access to Auckland International Airport (5 minutes by car).
- Bus access to Downtown Auckland and the shopping areas of Manukau City and Newmarket.

I know you will enjoy the many opportunities that studying at Zayed College for Girls and living in New Zealand provides. I am looking forward to receiving your application.



Regina Rasheed
Director of International Students

CRITERIA FOR ENROLMENT IN ZAYED COLLEGE FOR GIRLS

International Students at Zayed College for Girls must:

- have their parents' consent to study at Zayed College for Girls.
- have a valid student visa/permit allowing them to study at Zayed College for Girls and meet the conditions of New Zealand Immigration Service student visa/permit requirements.
- Have medical and personal loss insurance for the time they are studying.
- Inform Zayed College for Girls of any serious sickness, behavioural problems, disability or specific learning needs at the time of application.
- Include a copy of latest school reports and examination results with this application
- Co-operate with all members of the College staff, read and accept the authority and rules of conduct of the school as set out in the Code of Conduct.
- Accept the decision of the Director of International Students and/or Heads of Departments in Subject and Year Level placements.
- Attend all lessons on time, and to apply themselves fully to their studies.
- Inform the college of any change of details in this application as soon as possible, including changes of address and other contact details.
- Nominate an English speaking parental representative who has been designated by, and to act on behalf of the student's parents while the student is studying at the College. The parent's representative must be readily accessible at any time; to help the student or school should the need arise. This person will make contact with the Director of International Students **at least** once a term. It is highly preferable to nominate a person who is residing locally, but may include agents and education consultants based overseas.
- Live with their parent/s, **or** with a designated caregiver organised by their family. All students attending Zayed College for Girls must live in a situation where there is adult supervision. Living in a flat, hostel or home where there is no approved adult supervision is not permitted.

International Students at Zayed College for Girls must not:

- Take time off school during the term to travel on holiday or to return to their family for a holiday, without the express permission of the Director of International Students.
- Leave the College at the end of the school year before their coursework and examinations are completed. The College will inform students studying at each year level the date they may leave the school.
- Own or drive a car or motorbike while they are enrolled at Zayed College for Girls.

LEVEL OF STUDY REQUESTED (TICK THE YEAR LEVEL WHICH APPLIES):

Year 7 Year 8 Year 9 Year 10 Year 11 Year 12
Year 13

START DATE:

Term 1 Term 2 Term 3 Term 4 Year: 20 []

Length of course: [] Terms

OR

[] week(s) short-term course, commencing on ____ / ____ / ____ (Day/Month/Year).

STUDENT DETAILS *(Please complete in English)*

Family Name:

First Name *(as on passport)*:

Preferred Name *(English First Name)*:

Date of Birth: / / (Day/Month/Year)

Mailing Address *(This address will be used for mailing school report, etc)*

Home Phone:

Mobile Phone:

Email:

CITIZENSHIP DETAILS

Country of Birth:

Nationality:

Country of Citizenship

First Language:

Other Languages:

Passport Number:

Country of Issue:

Passport Expiry Date:

PARENT DETAILS *(Please inform the school if these details change)*

Father's Family Name:	First Name(s):
Home Phone:	Mobile Phone:
Email:	Business Phone:

Mother's Family Name:	First Name(s):
Home Phone:	Mobile Phone:
Mobile Phone:	Business Phone:
Email:	

AGENT OR EDUCATION CONSULTANCY DETAILS *(if applicable)*

Company Name:	
Consultant:	
Address:	
Phone:	Fax:
Mobile Phone:	
Email:	

PARENTAL REPRESENTATIVE DETAILS (an English-speaking parental representative must be nominated by, and act on behalf of the student's parents while the student is studying at the College. This person must be readily accessible at any time, to help the student or school should the need arise. It is highly preferable to nominate a local person, but may include agents and education consultants based overseas, as long as email or phone contact is readily available)

Parental Representative Name(s):

Relationship to Student:

Address:

Home Phone:	Work Phone:
Email:	Mobile Phone:

EDUCATION DETAILS

English Ability: *(click one and make a brief comment, including how long you have studied English)*

Beginner **Intermediate** **Advanced**

Have you studied at a NZ school before: **Yes** **No**

If yes, when: / / (Day/Month/Year)

Please state the school you last attended in NZ:

How did you first find out about Zayed College for Girls?

Medical Information

It is a condition of enrolment at Zayed College for Girls that International Students must purchase medical insurance for the duration of their course. If you do not purchase medical insurance, your application will not be accepted.

Medical insurance details.

Please give the name of insurer and date of expiry:

Name of insurer:

Date of Expiry: / / (Day/Month/Year)

Do you suffer from any illness, behavioural problems or learning disability that the College should know about? **Yes** **No**

If **YES**, please provide details including medications:

Accommodation Details

Students must live in one of two types of accommodation while they study at Zayed College for Girls. Please indicate the kind of accommodation you will live in.

- I will live with my parents or legal guardian.
- I will live with a Designated Caregiver who is a relative or close family friend designated by my parents or legal guardian. My parents will complete and sign the Designated Caregiver Application.

Conditions for Refund of Tuition Fees

1. All refunds are at the discretion of the Board of Trustees, which is the governing body of the school. If students withdraw from a course of study **before the course completion date**, they may **NOT** be eligible for a refund of school fees. The student's parents or legal guardian for the refund of the fees must apply in writing to the Board of Trustees, explaining why the student has withdrawn from the course of study and the reasons for seeking a refund. However, the school's decision is final.
2. Fees will be refunded **ONLY** for the following situations:
 - a. If the application is made before the start of the course, fees will be refunded but less the Registration Fee to cover costs incurred by the school.
 - b. If the application is made after the start of the course, but less than two terms of the course, the tuition fee may be refunded less the following charges:
 - Annual Resource Fee (One term of tuition fee):
To cover the costs already committed for the duration of the course, including salaries of teachers and support staff, and the costs already incurred for the use of facilities and resources.
 - The proportion of the Government Levy the school is required to pay
 - Two terms of tuition fee
 - c. Exceptional circumstances at the discretion of the Board of Trustees which may include personal/family circumstances.
3. There is **NO REFUND** for the following situations:
 - a. If the student enrolled the course for less than two terms
 - b. If the student has attended the course for more than two terms

- c. If the student changed visa status to one which entitles them to regular/domestic student status during the year of study.
- d. If the student return home for any reason other than the student's serious illness or the death or serious illness of a close member of the student's family (written evidence required).
- e. If the student is asked to leave the school by the Board of Trustees, as a result of violation of the school or accommodation rules.
- f. If the student transfers to another school for whatever reason.

Parent and Student Agreement

Please tick each box and sign at the bottom of the form

I/We have read and understand the Criteria for Enrolment on Page 2 and agree to abide by these conditions. I understand that failure to comply with any of these criteria will result in this contract being revoked and the student will no longer be allowed to study at Zayed College for Girls. It is also likely that the New Zealand Immigration Service will revoke the student permit and the student will be asked to return to his or her home country.

I/We have read and understand the information relating to Medical Insurance and Immigration on Page 5 of this application form.

I/we have read and understand the Fees Structure and Refunds Policy on Page 7 of this application form.

I/We understand that this contract is valid for twelve months. It will be renewed if all conditions are being met by the student.

I/We understand that the level of study on the Offer of Place is conditional on assessment of the student and availability of places when the student arrives.

I/We give permission for information on this enrolment form to be placed on the Zayed College for Girls student database and released to other persons when necessary.

Parent(s) or Legal Guardian(s):

Cannot be signed by the Agent

Full Name	Signature	Date

Student:

Full Name	Signature	Date

Zayed College for Girls is a signatory to and 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 this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>

Checklist for this application

- All sections of the application form have been completed.
- Copies of school reports and examination results are included.
- Parents/Legal Guardians and the student have all signed the Parent and Student Agreement on Page 7.

What happens next?

- We will review your application and make a decision on whether we can offer you a place at the College.
- If your application is successful, we will send you a letter of acceptance, along with a Conditional Offer of Place and a Fees Invoice for Tuition and Accommodation Fees.
- Once all fees have been received, we will send you an official Offer of Place and a fees receipt. Both of these documents are required before you can make an application for a student visa.
- You will then need to make the application for a student visa to enable you to study at Zayed College for Girls. Details of New Zealand immigration requirements and forms can be downloaded from the New Zealand Immigration Service website at <http://www.immigration.govt.nz> .
- Once your visa is granted, you will need to inform us of your date of arrival and flight details and your medical insurance details.
- We suggest you arrive two or three days before your course starts to enable you to get settled and purchase items such as stationery and school uniform.
- On your first day of school you will participate in an orientation programme.