

Student Name: .....



middleton grange school

**INTERNATIONAL**

**Christchurch New Zealand**

# INTERNATIONAL STUDENT APPLICATION FOR ENROLMENT



# ENROLMENT PROCEDURES

**Application & Enrolment Help:**  
Phone: +64 3 341 4054  
Email: [inted@middleton.school.nz](mailto:inted@middleton.school.nz)

Read **all** enrolment material found in the International College Prospectus or website, [www.middleton.school.nz](http://www.middleton.school.nz)



Fill in this Application for Enrolment Form (in full)



Please include with Enrolment Form:

- Recent passport sized photo
- Previous academic record (school reports) for past 2 years
- Any other certificates that would assist assessing your application



Post, email or fax to Middleton Grange International College



Application processed & declined

Application processed & approved - **letter of acceptance** and **invoice** for fees sent



Letter sent to inform of decision

Payment of fees



We issue the **Offer of Place** and **Receipt**



Apply for a Student Visa



Visa approved - make travel arrangements



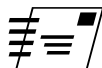
Advise the school of arrival date



## Application for Enrolment



30 Acacia Avenue, Christchurch 8041



inted@middleton.school.nz



+64-3-341 4054

## A. PERSONAL INFORMATION

**(This application must be completed in FULL)**

Student Details		
Family Name	Given Name	Preferred Name
Date Of birth	Age at Application date	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Your email Address	Your skype Address	Your mobile Phone number
Nationality	Country of Birth	
Passport Number	Expiry Date	

Parent Details	
Father's Family Name	Mother's Family Name
Father's Given Name	Mother's Given Name
Home Address	Home Address
Occupation	Occupation
Home Telephone Number	Home Telephone Number
Work Telephone Number	Work Telephone Number
Mobile Phone Number	Mobile Phone number
Email Address	Email Address
Do you read or Speak English Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you read or Speak English Yes <input type="checkbox"/> No <input type="checkbox"/>
Religion / Denomination	Religion / Denomination

Brothers and sisters				
Name	Age	(Male/Female)	School Grade	Occupation

Referring Agent Information	
Agency Name	
Contact Person	
Address	
Phone Number	Mobile Number
Email Address	

**Medical Details (to be completed by parent)**

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

Asthma <input type="checkbox"/>	Food Allergies <input type="checkbox"/>	Epilepsy <input type="checkbox"/>	Heart Conditions <input type="checkbox"/>
Allergies <input type="checkbox"/>	Diabetes <input type="checkbox"/>	Migraines <input type="checkbox"/>	Back/Neck Problems <input type="checkbox"/>
Bee Stings <input type="checkbox"/>	Glandular Fever <input type="checkbox"/>	Hepatitis A or B <input type="checkbox"/>	Other <input type="checkbox"/>

Please write details of any condition your child has:


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 special 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 continue to bring it to New Zealand**

I confirm that the information provided is true and accurate. I understand that if I do not disclose relevant information my child's place may be revoked. (Failure to disclose means that Middleton Grange School cannot provide the care and support your child needs.)

**Parent Signature:****Date:****Insurance Details**

Middleton Grange International College recommends Unicare and Southern Cross insurance. These policies are compliant with the Ministry's Education (Pastoral Care of International Students) Code of Practice 2016 (The Code) – Registration No. 367 and can be purchased through the school. The brochures can be viewed on our website.

**Please note that any pre-existing medical conditions are not covered.****Please indicate one of the following:**I will take out medical and travel insurance for my child and will send Middleton Grange International College a copy of the policy in English before my child leaves their home country: Yes **OR** I would like Middleton Grange International College to arrange medical and travel insurance for my child and add this to my invoice: Yes **I confirm that my child does NOT have any pre-existing medical condition:** No  **If YES please refer to note above!****B. STUDY INFORMATION**

Please attach certified copies (in English) of your child's last TWO school reports

Current School	Grade/ Year Level
Previous school In New Zealand	Dates Enrolled
	Year Level

**Level of study requested at Middleton Grange School****Primary School**Year 1  Year 2  Year 3  Year 4  Year 5  Year 6 **Middle School**Year 7  Year 8  Year 9  Year 10 **Senior College**Year 11  Year 12  Year 13

<b>Expected length of study At Middleton Grange School</b>	<b>Proposed Start Date</b>	<b>Proposed Completion Date</b>
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<b>Subjects Required</b> (Senior College Only)		
	In addition to English (ESOL), write up to 5 other subjects options that you would like your child to study	
Option 1		
Option 2		
Option 3		
Option 4		
Option 5		
Future job or career goals		
<b>Languages your child has studied</b>		
Language	Number of years Studied	Level (e.g.: beginner, Elementary, intermediate)
<b>Musical instruments your child plays</b>		
Instrument	Number of years Played:	Level (if any)
<b>Sports your child plays or has played</b>		
Sport	Number of years Played:	Level (social, school, representative)

**PLEASE NOTE:**  
 In some cases it is not possible to gain entry to your first choice of subjects as classes may be full, particularly if your child arrives mid-year. However, we will do our best to ensure your child has a course which is suitable to them and their level of achievement.

Applicants should have above average academic results, good attendance records and a desire and commitment to fully cooperate and contribute to the life of the school.

International students at Middleton Grange School will be required to undertake English and Mathematics tests on arrival. This will determine whether the student will be placed in ESOL classes or mainstream English, and what level of Mathematics they will need to be placed in. Students with lower English may apply, but Middleton Grange School reserves the right to:

- Refer the student to an English Language School
- Place the student in additional ESOL classes
- Assess the progress of the student throughout their time at the school and make decisions based on their progress on whether to refer them to a lower class, higher class or language school.

**C. LIVING IN NEW ZEALAND**

<b>Student Care</b>	
<b>PLEASE NOTE: Middleton Grange School is responsible for the pastoral care of ALL students who have a student visa for our school. Please complete this section if any of the following apply.</b>	
1. A parent (or legal guardian) living with them. This is compulsory for students from Years 1 – 6. <b>OR</b>	<input type="checkbox"/> (Please tick box & move to point 1)
2. A relative or close family friend with whom the student lives. This person is called a Designated Caregiver. <b>OR</b>	<input type="checkbox"/> (Please tick box & move to point 2)
3. A care provider appointed by written contract. Will this care provider provide homestay?	<input type="checkbox"/> (Please tick boxes & move to point 3) <input type="checkbox"/> Yes <input type="checkbox"/> No - school to provide

<b>1. PARENT - my son/daughter will be living with his/her parent/s while studying at Middleton Grange School</b>	
Name of Parent who will be living with student in New Zealand	
Address in New Zealand	
Telephone Number	Fax Number
Skype Address	Email Address
❖ <i>As parent/s, we take full responsibility for the pastoral care of our son/daughter outside of school hours. Our child will live with us at all times. If our child leaves our care, it is compulsory for him/her to come under the care of Middleton Grange School. We will keep the school informed of any changes to the current living arrangements.</i>	
<b>Parent Signature:</b>	<b>Date:</b>

<b>2. DESIGNATED CAREGIVER – I/We designate the person stated below to provide accommodation and care for our son/daughter to attend Middleton Grange School as an international student subject to the approval of Middleton Grange School prior to enrolment. This agreement will last for as long as our child is attending Middleton Grange School.</b>		
Name of Designated Caregiver	Relationship to student (e.g. Uncle/Aunt/Grandparent)	
Address		
Telephone Number	Work Number	Email Address
Other people living in the house & ages		
Type of Visa:	Visitor's Visa <input type="checkbox"/>	Guardian Visa <input type="checkbox"/>
	Work Visa <input type="checkbox"/>	Permanent Resident/Citizen of NZ <input type="checkbox"/>
❖ <i>As parents, we take full responsibility for the placement and ongoing welfare of our son/daughter with this Designated Caregiver. Our child will live with the Designated Caregiver at all times. The Designated Caregiver guarantees the accommodation for our child. If our child leaves the care of the Designated Caregiver, it is compulsory to come under the care of Middleton Grange School.</i>		
❖ <i>I/We understand that Middleton Grange School will make every endeavour to ensure the safety and welfare of our child while studying in their school. Should there be a concern about the welfare of the student, the school will consult the pastoral care staff within the school and will discuss the concern with the Designated Caregiver and parents of the student. Further, I/we understand that should Middleton Grange School have any concerns regarding the welfare of our child, the school may relocate the student in an approved school homestay. If necessary, the school will also refer the matter to the relevant welfare authorities or any other appropriate outside agencies.</i>		
❖ <i>I/We understand that Middleton Grange School will:</i>		
<ul style="list-style-type: none"> <li>• <i>Visit the home of the Designated Caregiver prior to enrolment to determine that the living conditions are of an acceptable standard and meet the conditions of the Ministry Education (Pastoral Care of International Students) Code of Practice 2016 (The Code) – Registration No. 367</i></li> <li>• <i>Assess whether the Designated Caregiver will provide a safe physical and emotional environment for the student</i></li> <li>• <i>Determine that the accommodation is not a boarding establishment (i.e. does not have 5 or more international students staying in the home)</i></li> <li>• <i>Meet with the Designated Caregiver and establish communication with the caregiver</i></li> <li>• <i>Meet the student at least quarterly to ensure the accommodation is suitable</i></li> <li>• <i>Require a Police Vet to be undertaken, on all residents in the Designated Caregiver's home aged 18 and over</i></li> <li>• <i>Require a copy of the Designated Caregiver's passport and visa which must be valid for the term of the student's tuition</i></li> </ul>		
❖ <i>Should the arrangement change I/we undertake to inform Middleton Grange School immediately.</i>		
❖ <i>I/We confirm that the person/s nominated as the Designated Caregiver/s is/are a 'bona fide' relative or close family friend. (Proof of this relationship may be required and a copy of the Designated Caregivers passport must be on the school file)</i>		
<b>Parent Signature:</b>	<b>Date:</b>	

<b>3. CARE PROVIDER (guardian) – I/We appoint the person stated below to provide care and supervise homestay accommodation for our son/daughter while studying at Middleton Grange School as an international student. This agreement will last for as long as our child is attending Middleton Grange School. I/We confirm that this person is a New Zealand resident or citizen. (Please note: this person has no legal authority to make decisions for the student and the responsibility for the student remains with the school. All agreements between the school and students under 18 must be signed by the parents and not by a guardian)</b>		
Name of Care Provider		
Address		
Telephone Number	Fax Number	Work Number
Skype Address	Email Address	
<b>Parent Signature:</b>		<b>Date:</b>
<b>Care Provider Signature:</b>		<b>Date:</b>

<b>Homestay Application</b>			
<i>Please only complete this section if you require the school to provide homestay accommodation</i>			
Please tick the boxes that you think best describe your child's personality			
Outgoing <input type="checkbox"/>	Mature <input type="checkbox"/>	Optimistic <input type="checkbox"/>	Untidy <input type="checkbox"/>
Independent <input type="checkbox"/>	Patient <input type="checkbox"/>	Sensitive <input type="checkbox"/>	Responsible <input type="checkbox"/>
Adaptable <input type="checkbox"/>	Quick-tempered <input type="checkbox"/>	Formal <input type="checkbox"/>	Shy <input type="checkbox"/>
Quiet <input type="checkbox"/>	Active <input type="checkbox"/>	Neat <input type="checkbox"/>	Humorous <input type="checkbox"/>

<b>INTERESTS AND HOBBIES:</b> Please tick the boxes of the activities that your child enjoys			
Swimming <input type="checkbox"/>	Snow ski/board <input type="checkbox"/>	Water Skiing <input type="checkbox"/>	Fishing <input type="checkbox"/>
Volleyball <input type="checkbox"/>	Sailing <input type="checkbox"/>	Cycling <input type="checkbox"/>	Horse Riding <input type="checkbox"/>
Soccer <input type="checkbox"/>	Surfing <input type="checkbox"/>	Hiking <input type="checkbox"/>	Golf <input type="checkbox"/>
Track and Field <input type="checkbox"/>	Badminton <input type="checkbox"/>	Basketball <input type="checkbox"/>	Martial Arts <input type="checkbox"/>
Gymnastics <input type="checkbox"/>	Ice Hockey <input type="checkbox"/>	Softball <input type="checkbox"/>	Squash <input type="checkbox"/>
Rugby <input type="checkbox"/>	Tennis <input type="checkbox"/>	Field Hockey <input type="checkbox"/>	Baseball <input type="checkbox"/>
Other (please list) <input type="checkbox"/>			

Drama <input type="checkbox"/>	Painting <input type="checkbox"/>	Movies / Theatre <input type="checkbox"/>	Dance <input type="checkbox"/>
Cooking <input type="checkbox"/>	Drawing <input type="checkbox"/>	Going to concerts <input type="checkbox"/>	Visiting museums <input type="checkbox"/>
Listening to music <input type="checkbox"/>	Other (please list) <input type="checkbox"/>		

Cooking <input type="checkbox"/>	Chess / Go <input type="checkbox"/>	Playing indoor games <input type="checkbox"/>	Watching sports <input type="checkbox"/>
Gardening <input type="checkbox"/>	Playing cards <input type="checkbox"/>	Travel <input type="checkbox"/>	Sewing <input type="checkbox"/>
Reading <input type="checkbox"/>	Watching TV <input type="checkbox"/>	Social dancing <input type="checkbox"/>	Computer games <input type="checkbox"/>

<b>GENERAL INFORMATION:</b> Please answer the questions below		
What time does your child need to be home in the evenings?	Weekdays:	Weekends:
Do you have a religious affiliation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please state:		
Would your child attend church with their host family?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Would your child feel comfortable in a home with small children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Would your child prefer someone closer to their own age in the host family?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
List the pets (if any) that your family has at home:		
Many host families have pets and your child will have to adjust to living with them. Are there any concerns we should be aware of regarding pets, please explain:		

**D. STUDENT QUESTIONNAIRE**

***These questions must be answered by the student in English and be their own original work. Your answers will tell us about you and help us to assess your English level and suitability for our school. Try to write as much as you can and use complete sentences. (Use additional paper if you would like to write more than the spaces provided below.)***

Explain why you would like to be a student at Middleton Grange School and what you want to achieve at school.

Describe your family and life at home and what you like to do with your family.

Describe your best friend. What do they look like and why are they a good friend.

Do you drink alcohol with your family?	Never <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Only on special occasions <input type="checkbox"/>
Do you drink alcohol with your friends?	Never <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Only on special occasions <input type="checkbox"/>
Do you smoke? (Please note smoking is not permitted at Middleton Grange School)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Would you be able to live with a family where one of the parents smoked?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have any food allergies	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Please explain:



Student Name: .....

Are you a vegetarian or have diet restrictions due to your religion?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please explain:		
Are there any foods you can't / won't eat?		
I have read and understood:	Rules for International Students	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Tuition Agreement	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Fee Refund Policy	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Fee Protection Policy	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Accommodation Policy	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Code of Conduct	Yes <input type="checkbox"/> No <input type="checkbox"/>

***I certify that the answers to the questions above are my own work and that I have received no help from others in writing them.***

***I have carefully studied the Middleton Grange School and International College Rules for International Students and agree to abide by them.***

**Student Signature**

**Date:**

## E. PARENT QUESTIONNAIRE

***This section may be completed in English OR in your first language, accompanied by an English translation provided by the referring agent.***

Please write a brief letter (50 – 100 words) stating why you would like your child to study at Middleton Grange School.

I am the parent/s of the student named on this application form. I declare that:

- The information supplied is true and correct
- I am familiar with the Ministry Education (Pastoral Care of International Students) Code of Practice 2016 (The Code) – Registration No. 367 and, regardless of the student’s age, agree to comply with the Code. (Please request copies from Middleton Grange International College or download from [www.minedu.govt.nz](http://www.minedu.govt.nz))
- In signing this application, I also confirm that I have read and agree to:
  - Middleton Grange International College Tuition Agreement
  - Rules for International Students
  - The School Vision Statement as the foundation for teaching and learning.
- Middleton Grange School will follow the Ministry of Education’s guidance for schools on stand-downs, suspensions and termination of enrolment. Please refer to: <https://education.govt.nz/school/managing-and-supporting-students/student-behaviour-help-and-guidance/stand-downs-suspensions-exclusions-and-expulsions-guidelines/>
- Students can contact iStudent Complaints if they experience any grievances or disputes while at Middleton Grange School. The Dispute Resolution Scheme (DRS) provide all the necessary details for students online at: <http://www.fairwayresolution.com/istudent-complaints>
- I agree that information collected on these application forms may be passed to government agencies in statistical form as required by the Education Act 1993 and other statutory requirements. When this occurs I agree to waive conditions in the Privacy Act 1993
- I agree to abide by the conditions of my Study Visa as set out in the Immigration Act 1987 plus amendments
- Prior to signing I will seek independent advice on any aspects of this application form that I do not understand.

<b>Father’s Name:</b>	<b>Mother’s Name:</b>
<b>Father Signature:</b>	<b>Mother Signature:</b>
<b>Date:</b>	<b>Date:</b>

**F. AUTHORISATION AND RELEASE FORMS**

**1. Travel**

It is necessary for all holiday travel plans to be documented on a Middleton Grange International College Travel Form and approved by the school, prior to travel plans or reservations being made. This form must also be completed and approved prior to the actual travel. Approval will not be given for any independent travel or for travel to be undertaken without adult supervision. It is necessary that parents are informed of all travel and give approval. Below is authorisation by parents for Middleton Grange School to make the decision on student travel. This is not mandatory and if the school does not have this authorisation, the school will need to contact parents and received permission for every trip that is planned by the student.

**TRAVEL AUTHORISATION**

We, the parents of the student, do hereby authorise Middleton Grange School, to make the determination for student travel for the length of the student’s enrolment at Middleton Grange School. This authorisation is given in advance only when the student is travelling and supervised by a host parent or representative of the school or a school approved travel company.

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

**2. Medical Release Form**

We grant Middleton Grange School, it’s 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 policy – 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 Middleton Grange School or the Host Family 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.

Student Name: .....

We also authorise Middleton Grange School to return the student to the 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 Middleton Grange School the power to act on our behalf in anything pertaining to possible representation before local authorities. We grant Middleton Grange School the power to request assessment of any learning or behavioural conditions, if accurate information has not been disclosed on this application. This authorisation shall be valid for the entire duration of the student's study programme at Middleton Grange School.

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

**3. Motor Vehicle Ownership & Driving Approval**

We agree that our child may drive a motor vehicle whilst enrolled at Middleton Grange School as an international student only on the condition that he/she meets the conditions in the Tuition Agreement, undertakes a driving instruction course with a New Zealand registered driving instructor and has sat and passed a New Zealand driving test in accordance with New Zealand law. In the case that the student has an International Driver's Licence, the student will complete the required conversion of their International Driving Licence and undergo a New Zealand driving test in accordance with New Zealand law. We agree that our child will have full insurance cover if owning a car and must show ownership papers and insurance cover to the Assistant Director International College at the time of purchase.

We agree to allow our child to carry passengers on the condition that he/she has a full New Zealand driver's licence and full insurance cover.

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

**4. Liability Release**

The undersigned, as participant and parents, on behalf of ourselves and our legal representatives, renounce to claim against Middleton Grange School, teachers, coordinators, 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 or regulations, acts of God, 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 the Middleton Grange 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 set by Middleton Grange 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 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:** \_\_\_\_\_

**5. Arrival and Departure**

Students arriving prior to commencement of study and holding a student visa to Middleton Grange School (the School) are the school's responsibility and therefore must comply with all school rules and requirements.

Students wishing to remain in New Zealand at the end of the academic year and not return to their home country are the school's responsibility and therefore must comply with all school rules and requirements.

Students wishing to remain in New Zealand after completion of their studies or end of their enrolment with Middleton Grange School are no longer the responsibility of Middleton Grange School. Immigration New Zealand and Ministry of Education will be notified at the end of contracted course for this student.

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

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**6. Photographs and Marketing Material**

As a parent I grant permission for the school to take photographs or camera footage of my child during school activities and that the school may use that material on Middleton Grange School website, international newsletter, school newsletters, school magazine as well as marketing material for the school.

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

**7. Privacy Waiver in regard to Student Visa information with Immigration New Zealand**

We authorise Middleton Grange School or a representative of the school to obtain any personal information in regard to our child's student visa status, medical status in regard to the student visa or character information in regard to the student visa. We also give permission for Middleton Grange School to obtain information from Immigration New Zealand in regard to progress of student visa applications for our child.

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

**FOR OFFICE USE ONLY**

Enrolment form completed in full	<input type="checkbox"/>	Date received	
Passport photo	<input type="checkbox"/>	Acceptance letter & invoice sent	<input type="checkbox"/>
2 years academic record	<input type="checkbox"/>	Fees Paid	<input type="checkbox"/>
Other certificates or references	<input type="checkbox"/>	Offer of Place & receipt issued	<input type="checkbox"/>

KAMAR	<input type="checkbox"/>	Year level Dean	<input type="checkbox"/>
CISAP	<input type="checkbox"/>	Dean Midd Sch	<input type="checkbox"/>
ENROL	<input type="checkbox"/>		
Student List updated	<input type="checkbox"/>		