



LISTON COLLEGE ENROLMENT PROCEDURES FOR INTERNATIONAL STUDENTS

PROCESS

Applicant to complete the following forms

1. Application for Enrolment form
2. International Student Tuition Agreement
3. International Student Homestay Agreement *(for school organised homestay)*

OR

Indemnity Document *(for students living with a designated Caregiver)*



Email, post or fax the forms to:
LISTON COLLEGE

Application assessed by Liston College staff



Enrolment accepted

Liston College provides:

- Invoice
- Offer of a Place

Applicant's fees paid to the school

Liston College provides:

- Receipt
- Confirmed Offer of Place

Applicant:

- Applies for Visa
- Informs Liston College of travel plans

Liston College arranges:

- School homestay accommodation
- Airport pickup and transfer to homestay

NOTES

These are the **white forms** in this pad

1. The Enrolment form and Tuition Agreement must be signed by a parent
2. Attach recent school reports and a recent photograph
3. Please read the following sections:
 - Conditions of enrolment
 - Withdrawal and refund of fees
 - Accommodation conditions
 - School Rules

This means that the student will live with his parents, family member or a responsible close adult relative, **not an agent**

Email: international @ liston.school.nz

Mail: International Student Facility

Liston College
69 Rathgar Road
Auckland 0610
New Zealand

Fax: 0064 9 837 9809

This will include:

- Tuition fees
 - Home stay placement fee
 - Home stay accommodation fee
- OR
 - Designated Care monitoring Fee
- Insurance
- Uniform

Payable to: Liston College Board of Trustees Account
ASB Bank Ltd. Broadway Branch, Auckland, NZ
Account No. 12-3039-0320830-00

Swift Code: ASBBNZ2A (Use for International transfers only)

students name to be used as reference

These documents will need to be used to obtain a **Student Visa** from **New Zealand Immigration**

Student Visa application made to a New Zealand Immigration Office

Homestay details forwarded to applicant, along with welcome information

Conditions of Enrolment

International Students referred to in these rules are students enrolled at Liston College who do not have permanent residence or citizenship in New Zealand.

There are a number of conditions that must be fulfilled for an International Student to study at Liston College. These include:

- Payment of all fees and extra costs as outlined in the Homestay / Fees documents
- Compliance with rules of Liston College
- A high standard of behaviour in homestay situations

The rules of Liston College include:

- The School Code of Conduct
- School Rules as per the School Diary

In addition:

1. Students are expected to behave in an orderly, courteous manner and to show consideration towards other people.
2. Students are to be tidily dressed in the correct school uniform as set out in the school prospectus.
3. Students are required to attend all classes, on time, and to remain at school throughout the school day.
4. International Students are to reside in a homestay residence approved by the College. (Where students move homestays, an additional placement fee, at the prevailing rate, is charged to cover vetting and visiting costs.)
5. International Students are not allowed to drive or own a vehicle (car or motorbike) while at Liston College.
6. If students wish to travel independently, Liston College will consider applications if:
 - Students apply in writing to the Director of International Students at least three weeks prior to the proposed travel. A full itinerary is included with details of how the student can be contacted at all times including names and contact details of the supervising adult in charge.
 - Signed consent from their parents taking full responsibility for the student's welfare while they are away.
 - A letter from their homestay parents indicating that they have agreed to regular contact conditions with the student during their travel.

If the above rules are breached, or any of the situations listed below occur, the Tuition Agreement may be terminated. If a student wishes to withdraw from the Tuition Agreement, the leaving process must be followed.

Circumstances in which Liston College may terminate tuition:

- In the event of continued, unexplained absenteeism
- The exclusion or expulsion of a student in accordance with the Ministry of Education (Stand-down, Suspension, Exclusion and Expulsion) Rules 1999
- Provision of false or misleading information about the student on enrolment
- Inadequate progress by the student
- Failure by the parent / student to pay fees
- Where Liston College is unable to guarantee accommodation due to the student's behaviour
- In the event of criminal behaviour by the student

Application for Enrolment at Liston College

(International Students – Application for Tuition)

Liston College is a signatory to the New Zealand Ministry of Education Code of Practice for the Pastoral Care of International Students.

Instructions:

Please complete all parts of this enrolment form and return to Liston College. This form consists of 3 pages.

All of the information collected in this Enrolment Form is CONFIDENTIAL and is covered by the Privacy Act 1993 and the Education Act 1989. This information is held at Liston College, 69 Rathgar Road, Henderson, and is available to the Staff, Members of the Board of Trustees, PTFA, and the Old Boys Association.

1. Personal Information

Full Name: _____
Family name _____ Given names _____

Preferred Name: _____ Date of Birth: _____ / _____ / _____

Nationality: _____ First Language: _____

Passport issued by: _____ Passport Number: _____

Father's Full Name: _____

Father's Address: _____

Father's Telephone/Fax: _____

Father's Email: _____

Mother's Full Name: _____

Mother's Address (if different from Father): _____

Mother's Telephone/Fax: _____

Mother's Email: _____

2. Health

Does your son / this student have any medical conditions? (including minor allergies, e.g. hayfever) Yes / No
Details: _____

Does your son / this student take medication regularly? Yes / No
Details: _____

If your son / this student is sick at school and requires medication, is the school permitted to give him Panadol? Yes / No
If yes, how many tablets? 1 tablet / 2 tablets

3. Length of Stay

Long term - One Academic year
 Long term - Less that one year **Dates:** Start: _____ Finish: _____
 Short term - 1 term or less **Dates:** Start: _____ Finish: _____

4. Insurance

Please Note: It is a legal requirement that all International Students must have travel / medical insurance.

Please give details of your policy (please provide a copy as well):

Insurance Company:			
Policy Number:		Policy Expiry Date:	

5. Accommodation

An International Student studying at Liston College must live in a Liston College approved accommodation with:

- His parents or;
- A responsible adult relative or family member (not an agent) nominated in writing by the students parents or;
- A homestay family, which must be arranged through the College or it's contracted homestay agency

Please Note: Students are NOT permitted to flat or live with other students without a homestay caregiver.

✓ Which of the following types of accommodation does your son / this student expect to live in (tick one box):

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 1. With parent(s) |
| <input type="checkbox"/> | 2. With a designated caregiver (Please complete an Indemnity Document for Students living with a Designated Caregiver) |
| <input type="checkbox"/> | 3. At a Liston College supplied homestay family (Please complete the Student Homestay Contract) |

Please provide accommodation details below if not staying at a Liston College supplied homestay.

Name:			
Address:			
Day time telephone:		Evening telephone:	
Cell phone:		Fax:	
Email:	@		

6. Level of Study

What level does your son / this student wish to enter Liston College at: ✓

Pre-University / NCEA level 3 – Year 13 (Form 7)

NCEA Level 2 – Year 12 (Form 6)

NCEA Level 1 – Year 11 (Form 5)

Year 10 (Form 4)

Year 9 (Form 3)

Year 8 (Form 2)

Year 7 (Form 1)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

7. Academic Record

Please attach a copy of your son / this student's most recent school report. If it is not in English, please arrange translation of subjects and results:

Name of most recent examination: _____

Year this examination completed: _____

8. Recruitment Agent Information

This section must be completed if a recruitment agent has assisted in the completion of this application.

Name of Company:		
Address of Company:		
Telephone:		Fax:
Email:		@

Parental Declaration

I have contacted the above named company to assist me to complete an application for a study place at Liston College.

Parent Signature: _____

9. Contract

- a) I agree to pay all fees and extra costs as outlined in the Homestay / Fees documents.
- b) I have read and understood the Liston College Refund Policy for International Students (Schedule 1 to the International Tuition Agreement).
- c) I accept the right of Liston College to change the student's course of study if this is seen to be in the best interests of the student.
- d) I give permission for my son to undergo any emergency dental or medical procedures.
- e) I understand that the student may not own or drive a vehicle while he is a student at Liston College.
- f) I understand that the Tuition Agreement may be terminated by Liston College if this Student breaches any of the rules or requirements of enrolment at Liston College or is excluded from the College by the Board of Trustees.
- g) I understand that where the Tuition Agreement is terminated and / or a student is excluded from Liston College, the costs associated with the return journey home will be the responsibility of the parent or guardian, not Liston College.
- h) I accept the right of Liston College to make a change to the student's homestay if this is seen to be in the best interests of the student.

Name of signatory _____

Signed: (Father/Mother/Guardian) _____ Date: _____

✓

Please provide a copy of the following (at the time of emailing / faxing or posting this application):

- Your son / this student's most recent school report (translated into English)
 - Your son / this student's insurance document
 - A copy of your son / this student's Passport and Visa (if available)
 - A recent passport sized photograph of your son / this student
- Homestay forms (if not living with parents in New Zealand)
- Indemnity Document for Students living with a Designated Caregiver
- or Student Homestay Contract

Please forward completed Application Form to:

International Students Faculty
Liston College
69 Rathgar Road
Henderson
Auckland, New Zealand
Telephone: 0064 9 838 9350 Fax: 0064 9 837 9809
Email: international@liston.school.nz

Remove these three pages and scan / email or fax to Liston College
along with other relevant information and forms.

Liston College

International Student Tuition Agreement

(Contract between Parent and School)

**LISTON
COLLEGE**

PRINCIPAL: C. S. Rooney
MEdMgt (Hons), GradDipBus, BA



IN CHRIST WE LIVE

Student's Name (as it appears on the Student's passport)

.....

Passport Number:

Expiry Date:

Parent Name:

.....

Address:

.....

.....

.....

Phone:

Email:

Execution

I have read and understood the terms as set out in this Agreement (contained in the following 4 pages) and agree to them (this agreement consists of 5 pages).

Full Name: _____

Relationship to Student (*Father / Mother / Other*)

Describe Other: _____

Signed: _____

Date: _____

69 Rathgar Road
Henderson
Auckland 0610
New Zealand

telephone 00-64-9 838 9350
facsimile 00-64-9 838 9809
email international@liston.school.nz
website www.liston.school.nz

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along with other relevant information and forms.