

Enrolment Agreement

To: Whitby Collegiate Proprietors Board
Enrolments to: lorraine.rose@whitbycollegiate.school.nz

Student Details

Full Name:	
Preferred Name:	Date of birth: / /
Home Address:	
Post Code:	
Home No:	
Student Mobile No:	

Parent/Caregiver Details

Note: Fees accounts will be sent to the email addresses shown in the boxes below unless an alternative is given here:

Parent/Caregiver 1

Mr / Dr / Mrs / Ms / Miss <i>(please circle)</i>
Full Name:
Address: <i>(if different from student's above)</i>
Home No:
Work No:
Mobile No:
Email:
Company Name:
Occupation:
Relationship to Student: <i>(e.g. Mother/Father/Step Parent/Guardian etc.)</i>

Parent/Caregiver 2

Mr / Dr / Mrs / Ms / Miss <i>(please circle)</i>
Full Name:
Address: <i>(if different from student's above)</i>
Home No:
Work No:
Mobile No:
Email:
Company Name:
Occupation:
Relationship to Student: <i>(e.g. Mother/Father/Step Parent/Guardian etc.)</i>

Please note: Address and phone number details are collected at the time of enrolment and during the student's time at school so that the school can contact the parent/caregiver as necessary. These contact details may be passed on to the Ministry of Education and the Ministry of Social Development (MSD). This is so young people who may have difficulty finding future employment, training or further education can be identified and offered support by organisations contracted by MSD to help re-engage young people in education or training when they leave school.

Alternative Emergency Day Time Contact

Name:
Home No:
Work No:
Mobile No:
Email:
Relationship to Student:

Residence Status and Previous Schooling

This student is a/has (*please tick*):

- NZ Citizen Permanent Resident Visa
 Student Visa Diplomatic Status

Please attach a copy of student's Birth Certificate, proof of NZ Citizenship or a copy of the visa page of their passport to this form.

Name of current school and length of attendance:

Medical Conditions/Special Needs

Please describe and attach documentation as appropriate for:

1. any special needs your child has, particularly those relating to learning;
 2. any medical, psychological, behavioural or other condition affecting your child's health or well being;
 3. any parenting or constraint order affecting your child (a copy of such orders must be provided).
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Conditions of Enrolment

I/we, jointly and severally agree that our son/daughter is accepted as a student at the School on the following conditions:

Rules

Both our son/daughter and I/we will observe School rules and regulations as laid down from time to time.

Attendance at Religious Education classes and Church Services

I/We understand that Whitby Collegiate is a faith-based school; however, children of any or no religious affiliation may be enrolled as students at the School. I/We understand that our son/daughter shall be taught Christian beliefs and practices through Religious Education and in other ways while at the School and they shall be required to participate in Christian worship.

Fees

a) I/We undertake to pay all fees and charges as set by the Board.

b) A Late Payment Penalty is payable on all fees and disbursements not paid by their due date. I/We undertake that if any school fees or other amounts are overdue then I/we will be liable for a penalty charge of 10%. If any school fees or other amounts are overdue then I/we will be liable for payment of all collection costs including legal costs on a solicitor client basis.

c) I/We understand that if fees remain unpaid for one term this could result in a request to remove our son/daughter from Whitby Collegiate School.

d) Application and Enrolment Fees of \$450 (non refundable) are payable on acceptance of a place.

e) The Board reserve the right to vary fees at its discretion.

Students Leaving

a) If the student is to leave the School, or a class or subject for which additional fees are payable, I/we will give one term's notice thereof in writing to the Proprietors representative.

b) If the required notice is duly given fees will be payable up to the date of leaving.

c) If the required notice is not duly given, or is not received at all, I/we will pay fees up to the date notice in writing is actually

received and up to the date the student leaves, whichever occurs last, and in addition the fees currently payable for a full term.

d) Notice is not required of the student's intention is to leave School at the end of Year 13.

Note: Where there is uncertainty because the student's plans are dependent on examination results or other specific factors, provisional notice must be given, which can later be confirmed or withdrawn as necessary.

Cancellation and Expulsion

a) The Proprietor has the right at any time in their sole discretion to cancel the acceptance or to require the removal of the student from the School.

b) If the student is removed from the School by the Proprietor I/ we will pay the full fees for the term in which he/she is removed, plus interest and collection costs if payment is late, but shall not be liable to pay further fees.

Use of and updating of information or student information

I/We agree to notify the School of any changes in the information contained in this enrolment agreement as soon as is reasonably practicable.

I/We acknowledge that the purpose of the collection of this information is to provide for the education and general advancement of the student.

I/We agree that this information may be released to parties outside the School at the discretion of the Principal, where it relates to the education, health, welfare or safety of the student.

Consent for the Publication of Images and Work

I/We consent to the use of information and images featuring the achievements and activities undertaken by my child.

I/We consent to the use of information and images featuring the achievements and undertaken by my child, for publication in the School year book.

Declaration

I/We acknowledge that I/we have received a copy of this agreement and that the information I/we gave provided is accurate and complete. I/We and our son/daughter accept the philosophy and values of the School and agree to abide by the policies and rules of the School.

Signatures and full names of all listed parents/guardian required:

Name of parent/caregiver 1: _____

Signature of parent/caregiver 1: _____

Name of parent/caregiver 2: _____

Signature of parent/caregiver 2: _____

Date: / /

Enrolment Check List

Please return the following to the School:

- Completed Enrolment Agreement
- Application and enrolment fee of \$450 (payable by cash, cheque or via internet to 02-0506-0235106-000)
- Copy of student's Birth Certificate or Passport
- Copy of last school report (for students entering Y7 or above, unless previously supplied)
- Passport sized photo of student