

# Application for Enrolment

## Details of Student

Gender: Male  Female  Date of Birth:    /    /

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

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

Known As (preferred name): \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Year level just completed: \_\_\_\_\_

Desired Entry to Springbank: Year Level: \_\_\_\_\_ Commencement Date: \_\_\_\_\_

.....

## Parents' Details

|                              |                              |
|------------------------------|------------------------------|
| Mother's Last Name: _____    | Father's Last Name: _____    |
| Mother's First Name: _____   | Father's First Name: _____   |
| Address: _____               | Address: _____               |
| Occupation: _____            | Occupation: _____            |
| Place of Work: _____         | Place of Work: _____         |
| Telephone Number: ( ) _____  | Telephone Number: ( ) _____  |
| Work Phone Number: ( ) _____ | Work Phone Number: ( ) _____ |
| Mobile Number: _____         | Mobile Number: _____         |
| Email Address: _____         | Email Address: _____         |

.....

## How did you find out about Springbank?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Addresses for Invoices & Academic Correspondence

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

Email Address: \_\_\_\_\_  
 .....

## Academic History

Latest School Attended: \_\_\_\_\_  
 Dates: From: \_\_\_\_\_ To: \_\_\_\_\_  
 School Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Year Level Just Completed: \_\_\_\_\_  
 .....

## Medical Information

Doctor's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

| Vaccinations (if known) | Year | Vaccinations (if known) | Year |
|-------------------------|------|-------------------------|------|
| Tetanus                 |      | Hepatitis A             |      |
| Tuberculosis            |      | Hepatitis B             |      |
| MMR                     |      | Polio                   |      |

Are there any medical concerns of which the school should be aware? This could include allergies, hearing, sight, diabetes, speech, medication.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are there any special requirements for your child in a medical emergency?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Out of School Declaration

I give/do not give (circle one) Springbank School permission to take my child on class trips, and other excursions within the Bay of Islands local area of the school.  
(Other school trips will require specific permission).

Please clearly specify any special conditions:

---

---

---

## Declaration and Agreement for Motor Vehicle Transportation

I consent/do not consent (circle one) to my child being carried as a passenger by an adult, acting under the direction of the school.

.....

## Declaration

I have read the Terms of Enrolment and as a condition of the acceptance of the above child, I agree to abide by them.

I have enclosed a copy of my child's NZ Birth Certificate or proof of residency along with a copy of their last school report and completed Immunisation Certificate (applicable if born since 1st January, 1995).

## Signature(s) of Parent(s)/ Legal Guardian

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

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

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

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

## Terms of Enrolment

- 1) A deposit of \$1000 is payable on the school's acceptance of the student. The deposit will be credited to the first term's fees when the student starts at Springbank School. No refund will be given if the student is accepted for enrolment, but does not attend Springbank School.
- 2) An Activity Fee is set each term and is payable for such things as school camp, trips, visiting performers, academic competitions and subject-specific costs.
- 3) **I/We accept responsibility to ensure that the Tuition Fees and Activity Fees are paid in full, prior to, or on the first day of each term.** Notice of any tuition fee changes shall be given by the school managers at least one term in advance. (See School Enrolment where the student does not start or complete a full term).
- 4) In the event that your account becomes overdue and is referred to a collection agency and/or law firm, you will be liable for all costs incurred for debt to be collected in full.
- 5) **A full term's notice in writing is required by the caregivers before the withdrawal of a student. Where insufficient notice is given, I/we agree to pay the equivalent of the next full term's tuition.** For students not returning for the following year, written notice must be given by parents by the end of Term 3 of the current year.
- 6) The student is subject to a high standard of conduct and discipline, and high expectations for learning. We accept the right of the school for any reason judged sufficient by it to require if necessary the withdrawal of the student after admission (See School Handbook for Discipline Policy and Procedure).
- 7) My/our son/daughter has not been suspended, is not under suspension and has not been excluded or expelled from another school.
- 8) I/we have disclosed all information regarding any current or previous behavioural issues; and any current or previous academic concerns or limitations.
- 9) I/we give/do not give permission for staff to take photos of my child for educational purposes (displays, newsletters) and for promotional purposes (advertisements, brochures, website, Facebook).
- 10) Privacy Act: I/we accept that all information relating to the student will be used for school purposes and may be released to outside agencies at the discretion of the school management.
- 11) I/we request that our son/daughter be enrolled at Springbank. I/we have read the following terms of enrolment and I/we will abide by these.
- 12) I/we declare that the information provided in this application is true and correct.

| 13) Current tuition fees for New Zealand residents are: | Per Term | Per Year |
|---|----------|----------|
| Junior School (Year 1-6)                                | \$2,660  | \$10,640 |
| Middle School (Year 7-9)                                | \$2,860  | \$11,440 |
| Senior School (Year 10-13)                              | \$3,010  | \$12,040 |

## Student Information

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

Sports and Leisure Activities:

---

---

---

---

---

Cultural Interests (music, dance, drama, art):

---

---

---

---

---

Educational Strengths/ Difficulties:

---

---

---

---

---

Further comments (personal attributes, goals and aspirations):

---

---

---

---

---

---