

Application for Enrolment

Details of Student

Gender: Male Female Date of Birth: / /

Last Name: _____

First Name: _____

Known As (preferred name): _____

Ethnicity: _____

Year Level: _____

Desired 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 (ifknown)	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?

Student Information

Sports and Leisure Activities:

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

Educational Strengths/ Difficulties:

If applicable: Behavioural issues and/or misdemeanours that have resulted in formal disciplinary action (official warnings, stand downs, suspensions, exclusions, and/or expulsions). **Please note that failing to disclose this information may lead to cancellation of enrolment at any stage.**

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). If a student is withdrawn by the school before the end of a school term, no refund will be given for the remainder of the term.
- 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 permission for staff to take photos of my child for educational purposes (displays, newsletters) and for promotional purposes (advertisements, brochures, website, social media).
- 10) Privacy Act: I/we accept that all information relating to the student will be used for school purposes and may only 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. I/we accept that any false, misleading, or undisclosed information may lead to cancellation of enrolment at any stage.

13)

Current tuition fees for New Zealand residents are:	Per Term	Per Year
Junior School (Year 1-6)	\$2,890	\$11,560
Middle School (Year 7-9)	\$3,110	\$12,440
Senior School (Year 10-13)	\$3,270	\$13,080

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 on Page 4, 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.

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

Name: _____

Signed: _____ Date: _____

Name: _____

Signed: _____ Date: _____