

**Student Information**

Family Name	
Given Names	Preferred Name
Date of Birth	Country of Birth
Citizenship	New Zealand Resident Yes <input type="checkbox"/> No <input type="checkbox"/>
Religious Denomination	Daygirl/Boarder (Please Circle)
Ethnic Group	Iwi
Current School	Current Year Level
Year of Entry (eg 2016)	Year Level at Entry (eg Year 9)

**Family Information****Father**

Title	
Family Name	
Given Names	
Preferred Name	
Home Address	
Suburb	
City	Postcode
Home Phone	
Mobile	
Email	
Occupation	
Business Name	

**Mother**

Title	
Family Name	
Given Names	
Preferred Name	
Home Address	
Suburb	
City	Postcode
Home Phone	
Mobile	
Email	
Occupation	
Business Name	

**School Connections**

Daughter/s who are current/past students	St Margaret's College Old Girl Yes <input type="checkbox"/> No <input type="checkbox"/>
	Maiden Name
Other Family Connections	Years at School House

**Conditions Governing Enrolment at St Margaret's College****1. Application Fee**

A non-refundable application fee of \$100 must accompany all applications for enrolment.

**2. Acceptance Fee**

An acceptance fee of \$1,500 must be paid at the time that the student's entry to the College is accepted. \$1,000 of that will be refundable at the end of the student's attendance at the College.

**3. College Fees**

College fees and all other accounts are due and payable within one month of receipt of the account. The St Margaret's Trust Board has the right to charge interest on overdue accounts. This interest will be set at the rate 5% above the overdraft rate set by the College bankers on the College's current account. It will be calculated from the date payment is due until the date payment is made. The Trust Board reserves the right to review fees and will notify changes accordingly. Where accounts remain unpaid and no arrangement has been made as to their payment, the Trust Board may require the removal of the student from the College. The Trust Board has the right to recover all reasonable fees, legal expenses and collection costs if it becomes necessary to engage a collection agency or Solicitor to obtain payment of an overdue account. No fees or other costs will be refundable where the student does not start or does not complete a full term.

#### 4. International Students

Students requiring a Student Visa to study in New Zealand are required to pay annual tuition, boarding and overseas student fees, in full prior to the commencement of the school year. These fees are non-refundable. Upon receipt the College will issue documentation required for Visa purposes.

#### 5. Notice of Withdrawal from the College

One term's written notice of intention to withdraw the student from the College is required and all fees and other costs incurred over the notice period must be paid. Where no notice is given, a fee of one term's tuition (and boarding fees) will be charged in lieu of notice.

#### 6. Attendance

The College requires punctual and regular attendance from all students. Lateness or absence must be explained in writing on the day of the student's return. Leave from school during term time must be applied for in writing beforehand, and is granted at the Principal's discretion.

#### 7. Standards of Conduct

The student is subject to the rules and discipline of the College. The College has the right to require the withdrawal of the student for any act or omission that is in breach of the rules of the College.

#### 8. Integrity of College

The College will always have regard to the interests of the College and students as a whole, as well as the interests of any individual student. The College has the right to require the withdrawal of a student, where in the opinion of the Trust Board it is reasonable to do so.

#### 9. Disclaimer of Liability

The College accepts no responsibility for any injury suffered by the student whilst she is in the care of the College.

#### 10. Religious Tuition and Observance

Attendance at religious tuition and observance is compulsory. Should the parent or guardian not wish the student to attend religious instruction or observance, an application for exemption must be made in writing to the Principal.

#### 11. Use & Updating of Information or Student Information

The parent and guardian will notify the College of any change in the information contained in this enrolment form as soon as is reasonably practical. It is acknowledged that the purpose of the collection of this information is to provide for the educational advancement of the student. This information, and other information held or acquired by the College may be shared to staff of the College and to other members of the College Community, such as the Board of Trustees. Your contact information may also be shared within the College Community for purposes such as class lists. We respect your privacy wishes. Please contact the school office if you do not wish your contact details to be shared.

Information relating to the student's education, health, welfare or safety may be required by law to be released to parties outside the College such as government departments (e.g Ministry of Education and Ministry of Health). The College will not otherwise disclose this information to outside parties without your authorisation.

By signing this form you agree that any information relating to the student's education at the College may be released to the St Margaret's College Old Girls' Association for the legitimate purposes of the Association.

From time to time the College may also wish to include student photographs, which may include your daughter, in College publications and for promotional purposes.

Please contact the school office if you have any concerns about the publication of your daughter's photo.

You have the right to request access and to request correction of information held about you by the College.

Please contact the school office if you need to change any details.

*We accept these conditions of enrolment and agree to abide by them:*

Signed:	Signed:
Full Name:	Full Name:
Date:	Date:

Please ensure you have enclosed the following with your completed and signed Application for Enrolment form:

Your daughter's birth certificate or proof of New Zealand citizenship  Photograph  Application Fee

**Post to: The Enrolments Office, St Margaret's College, PO Box 25 094, Christchurch 8144**

**International students must also complete an International Student Application Form and provide copies of their passport details and immigration status in New Zealand.**