



Est. 1911

Southwell School

APPLICATION FOR ADMISSION

I / We apply to enrol our SON / DAUGHTER (delete one) as a DAY STUDENT / BOARDER (delete one) in the year 2.....

Student's Details

Student's full name:

Address:

Language:

Nationality:

Religious denomination:

Medical conditions:

Emergency contact name :
(other than parent)

Emergency contact phone :
(other than parent)

Known As:

Date of birth:

Ethnic background (Include 'Iwi' if Maori):

Current school or pre-school:

Current year level:

Doctor's name:

Doctor's Phone :

Name and House of present or past siblings:

Father's Details

Father's full name:

Home phone:

My home phone number can be published: YES / NO
(A school parent contact list is published in Term 1 each year for the sole purpose of parents being able to contact each other on school related business only)

Mobile phone:

Business phone:

Religious denomination:

Personal ID:

(Driver's Licence or Passport No)

Address:

Postcode:

Date of birth:

Email:

Occupation:

Workplace:

Are you a past Southwell student?

If yes, which House?

Mother's Details

Mother's full name:

Home phone:

My home phone number can be published: YES / NO
(A school parent contact list is published in Term 1 each year for the sole purpose of parents being able to contact each other on school related business only)

Mobile phone:

Business phone:

Religious denomination:

Personal ID:

(Driver's Licence or Passport No)

Address:

Postcode:

Date of birth:

Email:

Occupation:

Workplace:

Are you a past Southwell student?

If yes, which House?

Please note:

Parents living at different addresses will both receive correspondence and school reports unless the school is advised otherwise.

REGULATIONS

1. Fees

- (a) Fees at such a rate as shall be fixed by the Trustees of the Southwell School Trust Board (“the Trustees”) from time to time (with or without prior notice) shall be paid within fourteen days after the commencement of each term.
- (b) All disbursements and expenses incurred by the school will be charged monthly and/or with each term’s fees. Disbursements are payable within 20 days of the date of the account.
- (c) All fees and other monies not paid by the due date shall attract interest at 1.5% per month.
- (d) Each parent or guardian or other person signing the application form personally accepts responsibility for the full amount of all monies payable in respect of a student.
- (e) The school reserves the right to complete credit checks at any time as deemed necessary by the school during the period of enrolment.
- (f) Defaulting in a payment of any invoice when due, the parent/guardian shall indemnify the school from and against all costs and disbursements incurred by the school in pursuing the debt including legal costs from a solicitor and parent/guardian and the school’s collection agency.

2. Notice of Withdrawal (or non-attendance)

- (a) One term’s notice in writing to the Headmaster is required before the withdrawal or non-attendance of a student.
- (b) Where no notice is given a fee in lieu of notice will be charged for: tuition, boarding (if applicable), and itinerant lessons (if applicable).
- (c) Verbal notice of withdrawal cannot be accepted.
- (d) The question of a student’s withdrawal from school should always be a matter for consultation between the Headmaster and the parents.

3. Admission

- (a) The admission of a student and the duration of the student’s attendance at the school are matters entirely for the decision of the Trust Board at its discretion.

4. Standards of conduct

- (a) The student is subject to the rules and discipline of the school. A copy of the school rules is printed in the parent handbook and a copy is available for perusal on the school’s website.
- (b) The Trustees reserve the right to request the withdrawal of the student; or if necessary, to suspend the student for any serious act or omission that is in breach of the school rules.

5. Agreement

- (a) Parents or guardians or other persons signing this application for admission hereby accept the arrangements set out in the prospectus, the school’s policies, the parent handbook, and these regulations. Note: Failure to read or remember the arrangements referred to cannot be accepted as a reason for non-compliance.

6. Special conditions

- (a) A copy of any documents/reports (eg: medical, psychological, legal, Family Court etc) that relate to this application must be attached.
- (b) Any other special conditions relating to this application should also be attached.
- (c) Such special conditions (if any) shall form part of the arrangements referred to in clause 5 above.
- (d) I/we authorise the school to collect, retain and use personal information, to the extent permitted by the Privacy Act 1993, including the information obtained from a report about my/our consumer credit worthiness or financial capacity or both from a credit reporting agency or information from another credit provider for the purposes of assessing your application and or in assisting collecting overdue fees. A copy of my/our Drivers Licence or Passport will be supplied by me/us as a copy of suitable ID.
- (e) In respect to this application I give consent for the Headmaster to make contact with, and request information from any persons relevant to the application, notwithstanding the provisions of the Privacy Act 1993.
- (f) On acceptance an invoice will be issued for the non-refundable Enrolment Fee of \$150.00 & Registration Fee of \$650.00 per applicant which is payable within two weeks of the date of the acceptance letter to confirm the student’s place.

We, the undersigned, confirm that we have read the regulations and as a condition of admission agree to abide by them

Name & Address for Accounts (Please note: All Trustees must sign if a Trust is paying the account)

Name:

Address:

Signature(s) (if other than parents/guardians):

Date:

Date:

Signatures of both Parents/Guardians

Date:

Date:

Please forward the following documents:

- (a) The completed application for admission form with attachments 6(a), 6(b) and 6(d).
- (b) A copy of the student’s NZ Birth Certificate, or Passport showing the residency status.
- (c) A copy of my/our Drivers Licence or passport to :
The Registrar, Southwell School, PO Box 14015, Five Cross Roads, Hamilton 3252.

