



For office use only	
Level _____	Year _____
ID _____	

122 Market Road, Epsom, PO Box 26020, Epsom, Auckland 1344; Tel +64 9 520 4159; Email: admissions@stcuthberts.school.nz

APPLICATION FOR ADMISSION

STUDENT

Family Name _____

Given Names _____ Preferred Name _____

Date of Birth (a Birth Certificate must accompany the application) _____ Country of Birth _____

Ethnic Group _____ Country of Citizenship/Residency (documentation must be provided if born overseas) _____

Religious Denomination _____ Home Phone _____

Home Address _____ Mobile _____
Postal Code _____ Family Email _____

Proposed Date of Entry to St Cuthbert's College: Year of Entry _____ Level of Entry (eg Y1, 2 etc) _____

Full Boarder / Weekly Boarder / Day Girl (circle as appropriate)

Present School / Pre-School _____

Other Schools Attended _____

PARENTS / GUARDIANS

FATHER / STEPFATHER / GUARDIAN (circle as appropriate)	MOTHER / STEPMOTHER / GUARDIAN (circle as appropriate)
Title: Mr / Dr / Prof / Rev'd _____	Title: Mrs / Ms / Miss / Dr / Prof / Rev'd _____
Given Names (underline name used) _____	Given Names (underline name used) _____
Surname _____	Surname _____
Religious Denomination _____	Religious Denomination _____
Home Address _____	Home Address _____
Home Phone _____	Home Phone _____
Mobile _____	Mobile _____
Home Email _____	Home Email _____
Qualifications _____	Qualifications _____
Occupation _____	Occupation _____
Industry area (eg medicine) _____	Industry area (eg medicine) _____
Business Name _____	Business Name _____
Business Phone _____	Business Phone _____
Business Email _____	Business Email _____
Secondary School attended _____	Secondary School attended _____
	If St Cuthbert's College, state years attended _____
	Are you a member of the Old Girls' Association? YES / NO

Parent to correspond with if parents are separated or divorced: Mr / Mrs / Miss / Ms _____

Please give married and maiden names of Old Girls:

Daughters attended/attending St Cuthbert's College:			
Name _____	Year _____	Name _____	Year _____
Name _____	Year _____	Name _____	Year _____

Family connections with St Cuthbert's (Paternal)	Family connections with St Cuthbert's (Maternal)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Siblings:		
Name _____	Date of Birth _____	School/Preschool _____
Name _____	Date of Birth _____	School/Preschool _____
Name _____	Date of Birth _____	School/Preschool _____

BUSINESS REFERENCE

Who can act as a business referee?

Business Colleague, Employer, Lawyer, Accountant, Bank Manager or similar.

The business referee does not need to write separately - signature on this form is sufficient.

I have much pleasure in recommending as a prospective parent of the College

M _____

whom I have known for the past _____ years, and who, I am confident, will fulfil faithfully any financial obligations involved.

Name _____

Signature _____ Date _____

Occupation _____ Home Phone _____

Address _____ Mobile _____

_____ Email _____

Name of Business _____ Business Phone _____

PERSONAL REFERENCES

(please ensure the references are enclosed with this application)

1. Name _____
Occupation _____ Email _____
Address _____
Home Phone _____ Connection with Family/Student _____
Mobile _____

2. Name _____
Occupation _____ Email _____
Address _____
Home Phone _____ Connection with Family/Student _____
Mobile _____

(Please tick)

I consent to the College approaching the nominated referees

PERSON(S) RESPONSIBLE FOR PAYMENT OF FEES

Please nominate here the person(s) responsible for payment of all fees:

Name(s) _____
Postal address _____
Home Phone _____ Business Phone _____ Mobile _____

I/We accept responsibility for payment of fees.

Signed _____ Relationship to student _____

Personal Letter from Parents:

Please outline your reasons for selecting St Cuthbert's College to educate your daughter.

CHECK LIST

As applications are processed separately, every section of the application form must be fully completed for each student before being submitted to the College.

- I/We have completed the application form in full.
- I/We agree to abide by the conditions as outlined under "Tuition and Boarding Fees" in this application regarding withdrawal of a student.
- I/We have read the conditions relating to the Privacy Act.
- I/We acknowledge that the College accepts no responsibility for any injury suffered by the student whilst in the care of the College.
- I/We acknowledge responsibility for payment of fees.
- I/We have enclosed the \$205.00 application fee.
- I/We acknowledge it is our responsibility to inform the College of any change of address.
- Copy of Birth Certificate is enclosed.
- Two personal references are enclosed.
- One Passport sized photo of applicant is enclosed.
- Personal letter from parents attached.
- Latest school report (if applicable).

Where both parents support this application, two signatures are required:

Father _____

Mother _____

Guardian (if applicable) _____ Date _____

Where did you hear about the College (please tick) Website Newspaper Word of Mouth Other _____

TUITION AND BOARDING FEES

Fees are due upon receipt of accounts at the beginning of each term. Non-payment within a time specified by the Trust Board will mean that parents may be requested to withdraw the student. A late payment fee of 2% per month is charged on overdue accounts. Absence from College due to illness, quarantine, overseas transfer of parents or any other cause, will not result in cancellation or refund of fees by the Trust Board. In the event of suspension or expulsion of a student, a refund of fees will not be made.

One full term's notice in writing to the Principal is required prior to withdrawal from the College as a boarder or day girl, otherwise a maximum of one term's fees (or the equivalent) will be charged. An application for a change in status from boarder to day girl must be made to the Principal. Boarding fees will be charged where a change in status has not been approved.

- Application Fee:** A fee of \$205.00 (GST incl.) is payable with this application.
- Acceptance Fee:** A non refundable acceptance fee of \$1,635.00 (GST incl.) is payable upon acceptance of an offer of a place.
- Current Tuition and Boarding Fees:** Full details of current tuition and boarding fees are detailed in the accompanying Admissions & Scholarship Office Information booklet.

FEES PROTECTION

The Trust Board has in place a Fees Protection Scheme to ensure security and continuity for families, in the event of the death of a **fee paying parent**. In such an event the Trust Board will pay the tuition fees (and boarding fees) where applicable.

PRIVACY ACT

We acknowledge that:

1. The information contained in this application is being collected for the purpose of assessing this application for admission to St Cuthbert's College ("the College") (and, if this application is successful, administration of the College and maintenance of its records of past, present and future students and parents and guardians of pupils) and will be held by the College and its various associated bodies viz. St Cuthbert's Old Girls' Association, The Parents and Friends of St Cuthbert's College and the Development Office.
2. The College is authorised to disclose the information in this application to St Cuthbert's College Old Girls' Association, The Parents and Friends of St Cuthbert's College and the Development Office (called associated bodies).
3. Any associated body holding the information in this application may use that information for the purposes of any activities which that body is accustomed to undertake from time to time.
4. We are aware of our rights under the Privacy Act 1993, where information can be readily retrieved, to have access to the information and to request correction of the information and to be informed of action taken in response to any such request and/or to request that there be attached to the information a statement which we can supply to the College relating to the fact that we have requested a correction. We agree to pay the College any reasonable charges requested by the College in relation to our requests in this regard.
5. Any information disclosed to the College may be provided to education authorities under Section 7 (4) of the Privacy Act 1993.
6. The College has, as one of its primary purposes, the academic and general education of its students and shall be entitled to obtain such information about any individual as may be necessary to achieve this purpose and to disclose information obtained during the course of a student's education, including the results of examinations and assessments, to parents and guardians as the College sees fit to achieve this purpose.