



International Student Application Form

Student's Details

Family Name (as on passport):

First Names (as on passport):

Preferred Name:

Gender: Male Female

Birth Date: / / (day, month, year)

Age upon arrival:

Student's Email:

Student's Mobile:

Language spoken at home:

Passport Details

Nationality:

Passport Number:

Expiry Date:

Country of Birth:

Father's Details

Last Name:

First Name:

Address:

Mother's Details

Last Name:

First Name:

Address (if different from father's):

Occupation:

Occupation:

Home Number:

Home Number:

Work Number:

Work Number:

Email address:

Email address:

Fax Number:

Fax Number:

Speaks English: Yes No

Speaks English: Yes No

Brothers and Sisters

Name	Age	(Male / Female)	Grade Level / Occupation

Agent Details (fill in only if you are using an agent)	Emergency or Guardian Contact (if we cannot contact your parents)
Agency Name:	Name:
Contact Person:	Relationship to student:
Address:	Home Number:
	Work Number:
	Email Address:
Phone Number:	Physical Address:
Email Address:	

Course and School Details

Level of study requested:	
<input type="checkbox"/> Year 9	<input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12 <input type="checkbox"/> Year 13
Start Date:	
<input type="checkbox"/> Term 1 <input type="checkbox"/> Term 2 <input type="checkbox"/> Term 3	Year: 20 ()
Length of course:	
<input type="checkbox"/> Academic Year <input type="checkbox"/> Two Terms	<input type="checkbox"/> Other (please state):
Current School:	Current Year Level:
Have you studied at a NZ school before:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state name of the school:	
Favourite Subjects at school:	
Future job or career goals:	

Languages you have studied:

Language:	Number of years studied:	Level (eg: beginner, elementary, intermediate)

Musical instruments you play:

Instrument:	Number of years played:	Level (if any)

Sports you play or have played:

Sport:	Number of years played	Level (social, school, representative):

Medical Details (to be filled in by a parent):

Please tick the box of any medical conditions your child suffers from.

Asthma	<input type="checkbox"/>	Food Allergies	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>	Heart Conditions	<input type="checkbox"/>
Allergies	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	Migraines	<input type="checkbox"/>	Back/Neck Problems	<input type="checkbox"/>
Bee Stings	<input type="checkbox"/>	Glandular Fever	<input type="checkbox"/>	Hepatitis A or B	<input type="checkbox"/>	Other	<input type="checkbox"/>

Please write details of any condition you have:

Is your child taking any medication? Yes No

If yes, please list and explain:

Are there any other physical or mental health conditions or concerns that would place your child at risk? (eg: depression) Yes No

If yes, please explain:

Does your child have any learning or behavioural needs? (eg: dyslexia). Yes No

If yes, please explain:

Please note: If your child is on any medication, it is advisable for them to take it to NZ.

Insurance Details

Burnside High School is able to purchase either Southern Cross or Unicare insurance. Both these policies are compliant with the NZ Code of Practice for International Students. Their brochures are on our webpage and in the application pack.

I will take out medical and travel insurance and will send Burnside High School a copy of the policy in English before I leave my home Country: Yes

I would like Burnside High School to arrange insurance and add it to my invoice: Yes Unicare or Southern Cross

Accommodation Details

I would like Burnside High School to arrange a homestay for me. Yes
(If YES – go directly to the homestay application on Page 5 & 6)

I will be living with a family friend or family member (If YES - fill in the Designated Caregiver section) Yes

I will be living with one of my parents. Yes

If yes, which NZ visa will your parent have? Visitor’s Visa Guardian Visa

Is either parent intending to apply for a Work Permit, Long Term Business Visa or Permanent Residency? Yes No

Designated Caregiver:

*Please fill in this section if you will **NOT** be living in a homestay arranged by the school. A designated caregiver must be either a close friend of your parents, or a family member. This accommodation must be approved by the school before you arrive and adults over the age of 18 living in the house will be police checked (the school arranges this when they visit).*

Name of Caregiver:

Relationship to you (relative or friend):

Other people living in the house:

Address:

Phone number (work):

Phone number (home):

Email address:

Visa the caregiver is in NZ on: Visitor's visa Guardian Visa Work Visa Permanent Resident

Short Questions

The student must fill in this section by themselves.

Only answer if you are staying with a parent or caregiver.

Your answers will tell us about you and also help us to assess your English level.

Try to write as much as you can. Remember to use complete sentences.

- Explain why you would like to be a student at Burnside High School and what you want to achieve at school.

- Describe your home life and what activities you like to do with your family.

- Describe your best friend. What do they look like? Why do you think they are a good friend?

Homestay Application

Please fill the next two pages out **ONLY** if you want us to find you a homestay. Your parents may be able to help with your answers.

Please put a tick in the boxes that you think most describe your personality:

Outgoing	<input type="checkbox"/>	Mature	<input type="checkbox"/>	Optimistic	<input type="checkbox"/>	Untidy	<input type="checkbox"/>
Independent	<input type="checkbox"/>	Patient	<input type="checkbox"/>	Sensitive	<input type="checkbox"/>	Responsible	<input type="checkbox"/>
Adaptable	<input type="checkbox"/>	Quick-tempered	<input type="checkbox"/>	Formal	<input type="checkbox"/>	Shy	<input type="checkbox"/>
Quiet	<input type="checkbox"/>	Active	<input type="checkbox"/>	Neat	<input type="checkbox"/>	Humorous	<input type="checkbox"/>

Interests and Hobbies

Sports

Please put a tick in the boxes of the activities you enjoy:

Swimming	<input type="checkbox"/>	Snow ski / board	<input type="checkbox"/>	Water Skiing	<input type="checkbox"/>	Fishing	<input type="checkbox"/>
Volleyball	<input type="checkbox"/>	Sailing	<input type="checkbox"/>	Cycling	<input type="checkbox"/>	Horse Riding	<input type="checkbox"/>
Soccer	<input type="checkbox"/>	Surfing	<input type="checkbox"/>	Hiking	<input type="checkbox"/>	Golf	<input type="checkbox"/>
Track and Field	<input type="checkbox"/>	Badminton	<input type="checkbox"/>	Basketball	<input type="checkbox"/>	Martial Arts	<input type="checkbox"/>
Gymnastics	<input type="checkbox"/>	Ice Hockey	<input type="checkbox"/>	Softball	<input type="checkbox"/>	Squash	<input type="checkbox"/>
Rugby	<input type="checkbox"/>	Tennis	<input type="checkbox"/>	Field Hockey	<input type="checkbox"/>	Baseball	<input type="checkbox"/>

Other sports (please list):

Arts:

Drama	<input type="checkbox"/>	Painting	<input type="checkbox"/>	Movies / Theatre	<input type="checkbox"/>	Dance	<input type="checkbox"/>
Cooking	<input type="checkbox"/>	Drawing	<input type="checkbox"/>	Going to concerts	<input type="checkbox"/>	Visiting Museums	<input type="checkbox"/>
Listening to Music	<input type="checkbox"/>	Other (please list):					

Other Interests:

Cooking	<input type="checkbox"/>	Chess / Go	<input type="checkbox"/>	Playing indoor games	<input type="checkbox"/>	Watching Sports	<input type="checkbox"/>
Gardening	<input type="checkbox"/>	Playing Cards	<input type="checkbox"/>	Travel	<input type="checkbox"/>	Sewing	<input type="checkbox"/>
Reading	<input type="checkbox"/>	Watching TV	<input type="checkbox"/>	Social Dancing	<input type="checkbox"/>	Computer Games	<input type="checkbox"/>

General Information

Please answer the questions below

What time do your parents expect you to be home in the evenings? Weekdays _____ Weekends _____

Do you have a religious affiliation? Yes No

If yes, please state:

Would you attend church with your host family?

Would you feel comfortable in a home with small children?

Would you prefer someone close to your own age in the host family?

List the pets (if any) that you have at home:

Many host families have pets and you will have to adjust to living with them. Are there any concerns we should be aware of regarding pets? If yes, please explain:

Subject Choices:

Please read the information in the "Course Books" at www.burnside.school.nz – "enrolment" scroll to the bottom of the page to find the "course booklets" these provide comprehensive information about the courses available at Burnside High School.

Year 9: Students must do all Core Subjects plus choose some options. (see Year 9 Course Book)

Year 10: Students must do all Core Subjects plus choose some options. (See Year 10 Course Book)

Year 11: Students must take English (or ESOL) and Mathematics.
Taking a Science subject and Physical Education is strongly recommended.

Year 12: Students must take English or ESOL and can choose 4 or 5 other subjects.

Year 13: Students can choose 5 subjects.

Subject	Year Level (9,10,11,12,13)
1. English / ESOL	
2.	
3.	
4.	
5.	
6.	

Please Note:

In some cases it is not possible to gain entry to your first choices of subjects as classes may be full – **particularly if you arrive mid-year**. However, we will do our best to ensure you have a course which is suitable to you and your level of achievement.

Applicants should have above average academic results, good attendance records and a desire and commitment to fully cooperate and contribute to the life of the school.

International students at at Burnside High School are required to have competency in English (IELTS of 5 or equivalent) to gain entry to mainstream classes with no ESOL support. Language testing will be done on arrival and this determines if you will study English or ESOL. It also determines entry into some classes. (eg: History). Students with lower English competency may apply, but will be placed in the appropriate ESOL classes for their level.

The school may also:

- place the student in the Intensive English Class until they reach the required standard.
- Refer the student to an English Language School, at the student’s expense, until the required standard is reached. In this case, the student’s place at school and payment of tuition fees will be deferred for 6 months until the student reaches the required English standard. If the student is not able to reach the required standard in 6 months, the enrolment will be rescinded and the tuition fees refunded. An administration fee of \$500 will be retained by the school.

Mathematics (Year 9 / 10) and Science (Year 12 / 13) tests will also be done on arrival to ensure you are placed at the appropriate level. **All subject placements are at the discretion of the school.**

Burnside High School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://minedu.govt.nz>

Enrolment Procedure

Please read this section carefully, and ensure that you understand the information that is explained here. If you are unsure of any of the points below, please contact the school or your agent for clarification.

To apply to Burnside High School please email, mail or fax to the school:

- A completed Burnside High School International Students Application Form with school rules and authorization and release forms signed by your parents (Your parents should keep a copy of this at home).**
- Two recent school reports**
- A recent photograph (passport sized is fine)**
- A letter from a parent or guardian supporting your application (optional)**
- Any other relevant certificates, national examination results, etc.**
- A photocopy of your passport.**

If your application is successful you will receive an **Offer of Place, Acceptance Letter** and an **Invoice** for the fees payable. The Offer of Place will remain valid for one month.

Acceptance of your Offer of Place is confirmed when the invoiced tuition fees and the signed letter of acceptance are received by the school. Payment can be made by cash, cheque, credit card or by direct transfer into the school's bank account. Account details will be stated on the invoice.

A receipt for the tuition fees will be forwarded to you.

Student Visas

In order to study in New Zealand as an international student, you are required to have a student permit and visa. Full details on how to apply for a student permit and visa, including application forms, fees and the addresses of the receiving offices for applications, are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>.

When you apply for a visa and permit, you will be required to supply to the nearest NZ Embassy:

- A completed and signed "Application to Study in New Zealand" form
- The application fee
- Your passport
- A recent passport photograph
- Evidence of financial support while in New Zealand
- The Offer of Place that we have sent you
- Evidence that you have paid the course fees
- Evidence of a guarantee of accommodation

The requirements listed above are explained in greater detail on the Immigration Service website, <http://www.immigration.govt.nz>.

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>.

Medical and Travel Insurance

Most students are not entitled to publicly funded health services while in New Zealand unless they are:

- A resident or citizen of Australia; or
- A national of the United Kingdom in New Zealand; or
- The holder of a temporary permit that is valid for two years or more.

If you do not belong to one of these special categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. International fee paying students must ensure they have appropriate and current insurance for the duration of their planned study period.

School Rules and Conditions of Enrolment for International Students

Please sign a copy of the rules and the authorization and release forms and return with the Student Application Form

Burnside High School, like all schools, has rules which have to be obeyed by the students. Rules with particular relevance to international students are listed below so there is less chance of any misunderstanding of what students are expected to do and not to do. Some of the rules are based on the national and local laws of the land; others are set up by Burnside High School. All rules are for the welfare, care and protection of the students. Failure to comply with the following rules and requirements can lead to dismissal from Burnside High School and immediate return to the student's home country.

Refunds and Cancellations

1. Normally refunds of tuition fees will not be paid after a course starts if the course is for one term or less.
2. For courses running for more than one term, a refund will be paid providing notice of withdrawal is received within 7 days of starting the course. These refunds will be minus \$500.00 administration costs.
3. For students who withdraw, or are expelled, more than 7 days after the course begins, a refund will not normally be payable. In exceptional circumstances an application for a partial refund may be made, in writing, to the Principal. The payment and amount of any refund will be at the discretion of the Principal.
4. Students who gain Permanent Residence status, or whose parents gain a Work Permit or Long Term Business Visa will not be eligible for a refund unless prior agreement in writing was given at the time of enrolment.

Insurance and Liability

1. Burnside High School shall not be liable for any loss or damage to property or persons however caused, except where such liability is imposed by New Zealand law.
2. Burnside High School reserves the right to change the course of study of any student if it is deemed to be in the best interest of the student to do so.
3. Burnside High School reserves the right to decline any student enrolment to the School, without explanation, at the discretion of the Director of International Students.
4. Prior to commencing study at the School students may be required to undergo, and make available to the School, a full medical examination by a doctor of the School's choice.
5. The parents of the student authorise the Principal of the school to provide consents that may be necessary to be given on the student's behalf in the event of a medical emergency where it is not reasonably practical to contact the parents.
6. The parents of the student authorise the Principal of the school to provide consents that may be necessary to be given on the student's behalf in respect of any activity carried out and authorised by the school.

General conduct

1. Students are expected, at all times, to conduct themselves in a sensible, responsible manner while at school, attending school functions, or when representing the school at other venues.
2. Students' conduct should:
 - 2.1 *show respect, care, concern, and consideration for others.*
 - 2.2 *show respect for school property, and the property of other students.*Unacceptable behaviour includes bullying, offensive language, racist remarks, and sexual harassment. These behaviours will not be tolerated.
4. There is a total ban on cigarettes, alcoholic drinks, solvents, solvent-based glue, and other dangerous or unlawful drugs/substances at school, school functions, school related events such as sports, cultural or subject trips; while travelling to and from school; and at any other time where identification with Burnside High School is possible.

Attendance

1. School classroom hours are from 8.15am to 2.40pm (except Wednesdays when school closes at 2.30pm). Students must attend all classes between these hours.
2. Absence from school for family or medical reasons must be accounted for by caregivers/homestay parents in advance (where appropriate); or with a written explanation, medical certificate, or other communication within 24 hours of the student returning to school.
3. Students who are late to school or to any class during the school day may be subject to disciplinary action.
4. 100% Attendance at school is a requirement of the Student Permit unless there are genuine reasons for absence. Repeated unexplained absences may be communicated to the Immigration Department, leading to the revocation of the Student Permit.
5. With the exception of Year 13 students during study periods, students are not permitted to leave the school grounds during the school day (including interval and lunchtime) except:
 - 5.1 *with a lunch pass to go to their own homes for lunch (issued after express written permission from caregivers has been handed to a Deputy Principal or International Student Manager).*

5.2 *in the case of sickness, dental or medical appointments, provided prior approval has been obtained from the International Student Manager or Deputy Principal.*

5.3 *for any other reason with the prior approval of the International Student Manager.*

Homework

1. Homework is an integral part of courses offered at Burnside High School and includes set written work, revision of work covered in class assignments, research or reading. The school's homework expectations per night for five nights of the week are:

- Year 9 one hour. Year 10 one and a half hours. Year 11 two - two and a half hours. Years 12/13 three hours plus.

Motor vehicles/motor cycles

We agree that our child may not drive a motor vehicle or gain a New Zealand Drivers' License whilst enrolled at Burnside High School as an International Student. Parents may apply in writing to the Principal for exceptions to this rule.

Personal property

1. All personal property must be clearly named.

2. Students are **NOT** permitted to bring to school:

2.1. *electronic sound and game machines, or video recorders, or computers - except with special permission from the Principal.*

2.2. *cigarettes, tobacco, matches, lighters, pipes (including home-made pipes), alcohol, dangerous or unlawful drugs/substances, chewing gum, solvents, solvent-based glue, aerosol cans/sprays.*

2.3. *fireworks, knives, weapons of any description (including imitation weapons), or any dangerous or potentially hazardous material or items.*

2.4. *broad-tipped permanent markers.*

2.5. *offensive written and/or pictorial material.*

3. The school accepts no responsibility for loss or damage to items/property, which are brought to school in contravention of the above rules.

School trips and social functions

1. Students are required to wear the designated uniform on all school-related trips.

2. All trips and social functions that occur in association with school activities (such as dances and dinners) are subject to the school Bylaws pertaining to general conduct, cigarettes, alcoholic drinks, solvents, solvent based glue, and other dangerous or unlawful drugs/substances.

Uniform and dress codes

1. Every student shall wear school uniform, or, in the case of post year 12 students, the appropriate dress code. This applies to students who are:

1.1. *attending school.*

1.2. *travelling to or from school.*

1.3. *identifiable as Burnside High School students in a public place.*

1.4. *at a school function where the wearing of school uniform, or the post year 12 dress code, has been ordered.*

2. These uniform and dress codes:

2.1. *apply at all times unless especially exempted by the Principal.*

2.2. *are specified in the Prospectus, and in the school uniform/dress regulations - copies of which are available from the school's reception office.*

3. The school reserves the right to determine whether a student's general appearance is unacceptable or not in compliance with the school uniform and dress codes.

These rules are designed to ensure that Burnside High School is a safe environment for the students who attend the school. Serious breach of the rules will reduce the school's ability to safeguard its students, and may therefore lead to the termination of the offending student's place at the school.

Accommodation

1. International students are required to reside in a caregiver/homestay residence approved by the school, unless permission to do otherwise is obtained in writing from the Director of International Students. Permission for alternative arrangements can only be given on receipt of an Designated Caregiver document (enclosed with this application form) signed by the student's parents, stating that the parents take full responsibility for the placement of the student with **another family member or close family friend**. If you are a parent living with your child you MUST inform the school if you leave the country at any time so we can agree to alternative arrangement for your child while you are away. If you leave New Zealand without informing the school, the school reserves the right to send your child to their home country with no refund of school fees.
2. Burnside High School ensures that homestay accommodation is organised and supervised for students enrolled in a course of study at the school.
3. Homestay Service includes:
 - 3.1. *carefully selected homestay placement*
 - 3.2. *airport pick-up*
 - 3.3. *ongoing support and advice from the Homestay Coordinator*
 - 3.4. *disbursement of weekly homestay fees to hosts on parents' behalf, if requested.*
4. Students are required to inform the school of any changes in circumstances of their parents, such as a change of address.
5. International students under the care of a designated caregiver are required to pay Burnside High School a fee of \$200 in the event that the school is required to find an emergency homestay placement.

Grievance Procedures

Burnside High School has established guidelines for students who have a complaint or grievance against the school. The procedure for dealing with such an issue is:

1. International students who consider that they have a concern, complaint or grievance with Burnside High School should in the first instance discuss the concern with the International Student Manager.
2. If the matter is not resolved to the satisfaction of the student, the student or their authorised agent/representative should then take up the matter with the Second Principal.
3. If the matter is still not resolved satisfactorily, the student should put their concern in writing to the Board of Trustees of Burnside High School. The board will then consider the matter and come to a decision.
4. If, at this stage, the student is still not satisfied with the outcome, the complaint should be taken to the International Education Appeal Authority (IEAA). The IEAA will receive and adjudicate on complaints received from International Students or their authorised agents/representatives concerning breaches of the Code of Practice for the Pastoral Care of International Students. Information about the IEAA is available in the International Student Manager's office, or by mail at:

The International Education Appeal Authority
C/- Ministry of Education
PO Box 1666
Wellington
New Zealand

Acknowledgement

We, the student and parents, have carefully studied the above rules. We understand that failure to comply with the rules may result in dismissal from Burnside High School and that I, the student, will be sent back to my home country at once at own expense. I have kept a copy of these rules for our own records.

Student's Signature _____ **Date:** / /

Parent's Signature _____ **Date:** / /

Parent's Signature _____ **Date:** / /

AUTHORISATION AND RELEASE FORMS

1. Travel

The undersigned, as participant and parents, on behalf of ourselves and our legal representatives, renounce to claim against Burnside High School, teachers, coordinators, any person intervening on behalf of the school, that may arise due to injury, damage, sickness, accident, delay, unusual circumstances or expenses due to strikes, war, school closure, atmospheric conditions, quarantine, government restrictions or regulations, or those derived from acts of omission of airlines, shipping companies, railroads, buses, transportation in general, hotels, restaurants or any other service given by companies, individuals or anyone related with the aforementioned. We understand that Burnside High School cannot be expected to refund fees in the event of school closure due to events beyond its control, such as fire, flood, earthquakes, snow, riots and strikes.

Travel Authorisation Form

We, the parents of the student, do hereby authorise Burnside High School, as agents of the natural parents, to make the determination for student travel for the length of the student's enrolment at Burnside High School. This authorisation is given in advance only when the student is travelling and supervised by a host parent or by a representative of the school.

Parent's Signature: _____

Date: / /

2. Medical release form

We grant Burnside High School, its employees, and the host family, at their discretion, and, if necessary, at the cost of the participant or his/her natural parents -in the case of expenses exceeding the coverage of the insurance policy- the power to place the student in a hospital or in any other institution for any type of assistance or medical treatment or, if there is no hospital available, to place him/her under the care of a local medical doctor for his/her treatment.

We also grant Burnside High School or the host family all necessary permissions to act as legal guardians and "in loco parentis" in any situation, especially in emergencies, whatever medical or other, including the possibility for surgical operations or any other treatment.

We also authorise Burnside High School to return the student to the home country at his/her cost, if necessary, to submit to medical treatment, if this is deemed necessary by the above-mentioned people, after consultation with medical authorities. We confirm that at the time of signing this document our child enjoys perfect health and that his/her health record as filled in by a parent on the application form is true and complete. We also grant Burnside High School the power to act on our behalf in anything pertaining to possible representation before local authorities. This authorisation shall be valid for the entire duration of the student's study programme at Burnside High School.

Parent's Signature: _____

Date: / /

3. Ownership and driving of a motor vehicle.

We agree that our child may not drive a motor vehicle or gain a New Zealand Driver's License whilst enrolled at Burnside High School as an International Student. Parents may apply in writing to the Principal for exceptions to this rule.

Parent's Signature: _____

Date: / /

4. Internet and Email Permission

As a school user of email and the Internet, I agree to comply with the school rules on its use. I will use the Network in a responsible way and will observe all restrictions.

Student's Signature: _____

Date: / /

As the parent, I grant my permission for him/her to use electronic mail and the Internet. I understand that students will be held accountable for their own actions. I also understand that some material on the Internet may be objectionable and I accept responsibility for setting standards for my child to follow when using email and the Internet.

Parent's Signature: _____

Date: / /

5. Liability Release

The undersigned, as participant and parents, on behalf of ourselves and our legal representatives, renounce to claim against Burnside High School, teachers, coordinators, any person intervening on behalf of the school, that may arise due to injury, damage, sickness, accident, delay, unusual circumstances or expenses due to strikes, war, atmospheric conditions, quarantine, government restrictions or regulations, or those derived from acts of omission of airlines, shipping companies, railroads, buses, transportation in general, hotels, restaurants or any other service given by companies, individuals or anyone related with the aforementioned.

We understand that the student will be subject to the authorities and teachers of the school and that he/she will have to follow the rules given by the family. We also understand that Burnside High School reserves the right to terminate the program of any participant whose conduct may be considered detrimental or incompatible with the interest and security of the school or the student. The student agrees to accept and uphold the standards of conduct set by Burnside High School and the host family for the duration of the program. He/she also agrees to maintain friendly and respectful relations with his/her teachers and the classmates and, especially, with all the members of the family, to accept the rules of conduct and to participate in family life as much as possible.

Parent's Signature: _____ **Date:** / /

Student's Signature: _____ **Date:** / /

6. Photographs and Marketing Material

As a parent I grant permission for the school to take photographs of my child during school activities and that the school may use those photographs on the Burnside High School website, international newsletters and school newsletters as well as in marketing material for the school.

Parent's Signature: _____ **Date:** / /

Contact Details

**International student Manager
Burnside High School
PO Box 29 677
Christchurch 8540
New Zealand**

**Phone: 0064 3 358 8383
Fax: 0064 3 358 8380**

Email: international@burnside.school.nz

ACADEMIC HISTORY AND TRANSCRIPT OF SCHOOL GRADES

To be completed by the student's English teacher.

(You can remove this section of the application form to give to your teacher).

If you are applying from a school in New Zealand you **DO NOT** need to complete this form.

Name of Student: _____

Applicant has studied English for _____ years.

Current Grade: _____

English Proficiency:

The purpose of this form is to determine the student's English ability. As the student will attend Burnside High School where the medium of instruction is English, it is important that the student can cope with comprehending, writing and speaking in English. The English teacher's evaluation is very important to determine the applicant's suitability for a course of study at Burnside High School.

Reading Comprehension:

Given an English language newspaper the student is able to:

- Understand and explain its meaning clearly and completely. Understands 9 out of 10 words.
- Understand and explain most of its meaning. Understands 7 to 8 out of 10 words.
- Explains the basic idea of the article. Understands 5 to 6 out of 10 words.
- Explains little or none of the article's meaning.

Writing:

When asked to write an essay stating an opinion about the school or an event the student can:

- Write nearly fluent with good grammar, using lengthy sentences and strong vocabulary.
- Writes with good vocabulary and lengthy, sensible sentences. Grammar is sometimes irregular, but meaning is clear.
- Writes only simple sentences, using limited or basic vocabulary. Grammar is irregular, but understandable.
- Writes incomplete and short sentences, using only limited vocabulary. Sometimes it is difficult to understand what the student means.

Speaking and Understanding Conversation:

When speaking with someone fluent in English on current topics the student responds with:

- Absolute proficiency. Able to understand and communicate, using good vocabulary and idioms.
- Nearly fluent. Able to understand and respond to difficult questions. Good ability but needs practice.
- Simple English and understands basic English. Understandable and able to carry on a basic conversation.
- Limited speaking ability. Able to understand a few words, but little or no ability to communicate properly.
- Little or no English at all. Student may even refuse to use English.

General Questions:

We ask that the student's teacher, or English teacher, also completes the following questions about the student's attitude and performance at school.

Has the student had any adjustment or disciplinary problems at school or in the community? What is the student's attitude to discipline?

Describe student's cooperation with his/her teacher:

Describe student's interaction with his/her classmates:

Has the student ever held a position of responsibility within the school?

Please comment on the student's study habits and motivation:

Please rank the student in comparison with his/her classmates:

- Top 10%
 Top 25%
 Top 50%
 Bottom 50%

What is the student's general attitude towards school and school work?

- Great interest
 Average
 Little

In relationship with his peers student is:

- A leader
 A cooperative group member
 Uncooperative

Compared to other students of the same age, please rate the student in the following areas:

	Excellent	Good	Fair	Poor
Creativity				
Sense of humor				
Maturity				
Responsibility				
Honesty				
Adaptability				
Self-confidence				
Independence				
Enthusiasm				

Burnside High School appreciates the English teacher's efforts to rate the applicant accurately and to fill out this form. Thank you very much!

Teacher's Name:

Title:

Signature:

Date: