



PRIDE *in* ACHIEVEMENT

A Quality Education in an Exceptional Environment

www.acgedu.com

Enrolment Information

Making an Application

To make an application, please complete the application form and forward it to ACG Strathallan. Please enclose any material that may provide additional information to support the application (such as a recent school report). A copy of the student's New Zealand birth certificate or passport is also requested at the time of application. No fee is required to register on application.

When to Apply

Applications may be considered at any time but an offer of a place will always be subject to places being available at the level sought. Applications will usually be considered in the year prior to entry. Applicants will normally be interviewed before a place is offered, although this requirement may be waived at the discretion of ACG Strathallan. We spend considerable time making every effort to assess every application fairly and in detail.

Interviews

An interview provides an opportunity to learn more about each student and to assess how well the student is likely to fit into ACG Strathallan. Each student will be assessed on his/her attitude and motivation. It is also an opportunity to find out more about ACG Strathallan. The interview will last about thirty minutes and will be with the Principal or another senior staff member.

Before an interview takes place, it would be helpful to have a copy of any current school report and results of any external examinations and qualifications gained, where applicable. We welcome the opportunity to view any work produced as part of previous study. A statement of what the student wants to achieve at ACG Strathallan may also be requested.

Entry Criteria

Before applications are approved students will be assessed for their willingness to extend themselves, their openness to new ideas and their ability to cope with the course of study proposed.

The student's academic record should show an ability to sustain a course of study at his/her chosen level. At Years 1 to 10 students follow a core curriculum, while a wide choice of subjects is offered from Year 11. Students may select a course from subjects at different levels provided these are suited to their abilities and they meet any prerequisites for study.

Students will also require a level of fluency and competency in English which allows them to understand classroom instruction easily and to express themselves confidently in both oral and written situations. ESOL (English for Speakers of Other Languages) teaching and support is available for students whose first language is not English.

Notification

Students will usually be advised of the result of their application within seven days of any interview. If a place is offered, acceptance must be confirmed in writing and the enrolment fee paid by the date specified.

Open Days

ACG Strathallan holds Open Days each year. These provide prospective applicants an opportunity to speak with staff and students and to view the facilities available.

Transport

ACG Strathallan serves a wide geographical area over the whole of the Southern Auckland region and convenient transport is available from most outlying areas to the campus. Buses leave from Howick, Beachlands, Manukau, Manurewa, Clevedon, Hunua, Pukekohe and Waiuku and make their way to the ACG Strathallan campus.

Contract of Enrolment

Contract of Enrolment

Enrolment is subject to availability of places. If ACG Strathallan reserves a place for a student and offers enrolment, then subject to payment of the enrolment fee prescribed from time to time, this Contract of Enrolment is binding as a contract on ACG Strathallan and the applicant/s. This Contract shall be governed by and construed in accordance with the laws of New Zealand.

Payment of Fees

Payment of tuition fees may be made by payment of one annual fee, three instalments or nine monthly instalments. Discounts apply to annual and three instalment payments, provided they are made in full by the due dates. The discounted annual fee must be paid in full by 1st February, while a discount for the three instalment payments is applicable if paid respectively by 1st February, 1st May and 1st August. Monthly payments must be made by automatic payment. Payment by credit card is not available on discounted options.

The Board of Trustees may cancel the enrolment of any student enrolled if tuition fees, course fees or other fees have not been paid by the date specified. The Board may in its sole discretion remit or refund part or all of any fees paid, but does not undertake to do so whether in lieu of notice or otherwise, on account of illness, quarantine or any other cause.

All Fees are payable in full even if a student is absent on leave. Fees for international students are normally payable in advance for each academic year.

Advice of Withdrawal

The Principal should be advised in writing of

any withdrawal from ACG Strathallan. Advice should be given at the earliest possible time and in any case at least one term before it is effective. Tuition fees are payable until the end of the notice period. Where no notice is given, a fee to the amount of 25% (twenty five percent) of the annual tuition fee will be charged, payable to ACG Strathallan in lieu of notice. Course fees and tuition fees will not normally be refunded, unless the Board determines in its sole discretion that there are circumstances which warrant this. The Board may cancel the enrolment of any student who is absent for twenty-one school days (in any one year) with no satisfactory explanation.

Infringement of Rules

If a student does not comply with the School's Rules (as amended from time to time), ACG Strathallan reserves the right to suspend or expel the student. No refund of Fees will be made. A copy of these rules will be made available when a place is offered.

Liability

To the fullest extent permitted by the Consumer Guarantees Act 1993 or otherwise at law or in equity, ACG Strathallan shall under no circumstances be liable to the student or the applicant/s or any other person for direct or indirect or consequential loss or damage of any kind arising out of or attributable to any breach by ACG Strathallan of its obligations under the Contract of Enrolment, negligence on the part of ACG Strathallan or any act or thing done or not done by ACG Strathallan. For the purpose of this Contract of Enrolment consequential loss shall include (without limitation), loss of income or profit and loss or damage to persons or property.

Obligation by ACG Strathallan

ACG Strathallan undertakes to provide tuition as set down from time to time in the prospectus. ACG Strathallan may decline to offer a subject if there are insufficient students wishing to study it or there is no staff member available to teach the course. In such cases, every effort will be made to find a replacement teacher or to offer courses through the NZ Correspondence School. At times, it may also be necessary to close the roll in a subject or a Year level if it is deemed to be full by the Board.

Conditional Acceptance

In the student's interview, there were a series of questions under the heading of: "Disciplinary Record". This Contract of Enrolment is conditional upon the answers given being true and, further, upon there being no change to those answers up until the student's first day at ACG Strathallan.

Privacy Act

The information collected by ACG Strathallan during the enrolment process and during the period in which the student is enrolled at ACG Strathallan is intended for use in connection with the education and well-being of the student and may be used by any of the staff of ACG Strathallan or any consultant to ACG Strathallan in connection with that purpose. Information may be retained to enable ACG Strathallan to contact former students. You have the right of access to and correction of the personal information collected by ACG Strathallan.

ACG Strathallan Application Form for New Zealand Students

This form is to be used only for students who are New Zealand Citizens, New Zealand Permanent Residents or children of parents holding a current New Zealand Work Permit. Other applicants should complete the Application Form - International Students.



Please complete all sections of the application form, detach and forward to ACG Strathallan.

A copy of the applicant's New Zealand birth certificate or passport, a recent school report, PATs and details of any qualifications gained should accompany this application. Please ensure that the School is advised of any change which occurs to the details supplied.

Please attach a recent passport photograph (38mm x 40mm)

Application Selection

Proposed date of entry Day | Month | Year

Please indicate the proposed entry level you wish to attend. Mark one entry level only

- Year 1 Year 2 Year 3 Year 4 Year 5 Year 6
 Year 7 Year 8 Year 9 Year 10 Year 11 Year 12 Year 13

Student Information

Family Name	Given Name/s
Preferred Name	Date of Birth Day Month Year
Country of Birth	Country of Citizenship (Passport)
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <i>please tick one</i>	First Language
Ethnicity <input type="checkbox"/> NZ European/Pakeha <input type="checkbox"/> NZ Maori <input type="checkbox"/> Other European <i>please state</i>	
<input type="checkbox"/> Korean <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Other <i>please state</i>	
Student Mobile Phone <i>if applicable</i> (02)	
Present School	Present Class / Year Level

Family Information

Custodial Parents Both Parents Father only Mother only Caregiver *specify relationship*

During the School week the Student lives with Both Parents Father only Mother only Caregiver *specify relationship*

Relationship to Student

Father Stepfather Caregiver

Title

Family Name

Given Name/s

Home Address

Suburb

City

Post Code

Country

Home Phone ()

Mobile Phone (02)

Business Phone ()

Email

Relationship to Student

Mother Stepmother Caregiver

Title

Family Name

Given Name/s

Home Address

Suburb

City

Post Code

Country

Home Phone ()

Mobile Phone (02)

Business Phone ()

Email

Relationship to Student

If NOT living with student Mother Father

Title

Family Name

Given Name/s

Home Address

Suburb

City

Post Code

Country

Home Phone ()

Mobile Phone (02)

Business Phone ()

Email

Person Responsible for Fees

Title	Relationship to Student
Family Name	Given Name/s
Home Address	
Suburb	City
Post Code	Country
Home Phone ()	Mobile Phone (02)
Business Phone ()	Email

Brothers & Sisters

List any brothers or sisters who are attending a College/School/Preschool

within the Academic Colleges Group (ACG) or who have attended in the past.

NAME	STUDENT ID NUMBER	COLLEGE/SCHOOL/PRESCHOOL

How did you hear about ACG Strathallan?

- ACG Website
 Other Website
 School Newsletter
 Letterbox Maildrop
 Friends / Family
 Educational Agent
 Existing ACG Student
 Advertisement
 Billboard
 Open Day Promotion
 Other (please specify):

Required Documents

Please tick that you have included copies of the following documents with this Application Form.

- Passport or Birth Certificate
 Latest School Report
 PAT Results (these can be obtained from the student's current school)
 Recent Photograph

Declaration

I/We declare that the information provided in this enrolment application is true and correct.

I/We agree to the use (including disclosure) of the above information by the staff of ACG Strathallan for any purpose related to the education or well-being of the student concerned (including use of email for communication purposes).

I/We agree to abide by the Contract of Enrolment and to ensure that the student complies with the School rules.

I/We agree to guarantee the payment of tuition and course fees.

I/We agree that ACG Strathallan may contact the student's current/previous school in order to obtain or verify

information relating directly to this enrolment.

I/We agree to advise ACG Strathallan immediately should the student's Disciplinary Record (as disclosed at the interview) change to the intent that the student's answers then to questions about his/her disciplinary record would now be different.

I/We hereby authorise ACG Strathallan to release, or make available through electronic or other means, to the student and the parents and/or guardians of the student any information about the student which it creates, or receives in the course of the student's enrolment with ACG Strathallan, including course results and personal information relating to the student's well-being.

I/We agree that any images taken of the student throughout the period of enrolment may be used by ACG Strathallan for promotional purposes.

- Yes No

I/We agree to ACG Strathallan publishing the following phone numbers in the Family Telephone Register.

Home _____

Mobile _____

I/We agree to receive school emails, including newsletters & information emailed.

- Yes No

Signature of Parent/Legal Guardian

Date



The Admissions Officer
ACG Strathallan
 Hayfield Way, RD 1, Papakura
 Auckland 2580
 Telephone: 09-295 0830
 Facsimile: 09-295 0833
 Email: strathallan@acgedu.com
 Website: www.acgedu.com