



PROCEDURE FOR APPLYING FOR ENROLMENT AS A FEE PAYING STUDENT AT BAYFIELD HIGH SCHOOL

Bayfield High School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at:

<http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice-NZQA.pdf>

All application forms must be sent to:

The Director of International Students, Shore Street, Dunedin, 9013, New Zealand

Email – international@bayfield-high.school.nz

Your application pack must include:

- Completed Contract of Enrolment with each page initialled by parent and student
- Two school reports
- Copy of passport
- A letter of introduction which includes:
 - Family details including pets o Interests and hobbies (sports, musical instruments you play, what food you like etc)
 - What do you want to achieve whilst at Bayfield High School
 - Photos of yourself and family activities
 - Information about immunisations if available
 - Copy of insurance if using your own

You may also have to include additional information if you have answered yes to certain questions:

- Medical history
- Information about medication that student has taken within the last 12 months
- Learning information if the student has learning or behavioural needs
- Court information if the student has been before the court
- Allergy information if applicable
- Special accommodation requirements if appropriate

Applications are considered as they are received. If all documents are received as stated above, a reply should be emailed within 48 hours. You will receive a Conditional Offer of Place and an Invoice.

Once fees have been received your offer is confirmed and a Receipt will be sent. You take these documents to the New Zealand Embassy in your country to arrange your visa.

The student must advise the school of the date, time and flight number of their arrival in Dunedin well in advance, so that we can organise their welcome.