

International Student Enrolment Procedures

Please read and complete the checklist in order to help with your application for tuition at Marina View School as a fee paying student.

1. Application for Enrolment

Complete all documents required and bring with you to your interview. If you are applying from overseas, it can be sent to Kyung Ja Seo (International Director) via email prior to the interview.

The following documents must be completed and submitted before application can be processed:

- A. 'International Student Application for Enrolment' form and 'Refund Conditions and Procedures'
- B. Passport (Both Student's and parent's)
- C. Copies of previous year's school reports with verified English translations
- D. Evidence of NZ medical and travel insurance
- E. 'Marina View School's Cybersafety Use Agreement'
- F. Information regarding any medical conditions, behavioural problems or learning difficulties (please note; if information is withheld, these are terminating the enrolment without refund)
- G. If students live with a residential caregiver
 - Separate Emergency Contact form for school.
 - International Student Residential Caregiver Agreement.

2. Conditions of Acceptance

- a) International Students must be living with their parent for students under 10 years of age or students over 10 years of age can be living with a parent, or designated caregiver or residential caregiver. approved by the school.
- b) Students must be the appropriate age for the school.

3. Offer of a Place

If accepted, a letter of acceptance shall be sent to you, or advice of non-acceptance.

4. Acceptance and Fees

On receipt of the acceptance letter please provide full payment for tuition fees – this can be in the form of a direct credit, details shown on the letter. In addition the student is required to have medical and travel insurance cover.

5. Offer of a Place and Visa Application

On receipt of the acceptance and the full fees the school will send you a confirmation letter, which is required for you to apply for a student Visa.

6. Starting Date at Marina View School

On presentation of your Visa your enrolment is complete and a starting day will be confirmed.