



TRINITY SCHOOLS
St. Matthew's

APPLICATION FOR ADMISSION TO ST MATTHEW'S COLLEGIATE SCHOOL

I/we hereby apply to have my/our daughter admitted to St Matthew's Collegiate School (St Matthew's).

Full Name of Student
(underline preferred given name commonly used)

(Christian/Preferred Names)

(Surname)

Date of Desired Entry _____

Level of Entry (Please circle)

Year: 7 8 9 10 11 12 13
(Equiv. Form: 1 2 3 4 5 6 7)

FULL BOARDER WEEKLY BOARDER

DAY STUDENT
(Please circle)

Date of Birth _____

Ethnicity (please circle)
NZ European/Maori/Asian/Pacific Islander/Other
(please specify)

Religious Denomination _____

(Mother) _____

Address _____

_____ Telephone: _____

Mother's Occupation _____

Employer _____

Business Address _____

_____ Telephone _____

Present School _____

or intended school prior to entering St Matthew's

If either parent is an old pupil, or any sibling of the applicant student is a present or old pupil of any of the Trinity Schools, please detail below (giving maiden name if applicable).

NAME _____

SCHOOL _____

YEARS _____

I agree to forward the sum of **\$200.00** at time of acceptance, this fee to be treated as a non-refundable enrolment deposit but to be credited against my daughter's account on leaving the school system.

Please attach copies of your daughter's two most recent reports.

MEDICAL RECORD

Family Doctor _____

Dentist _____

Medical Information _____

Allergies _____

Parents' Names & Address:

(Father) _____

Address _____

_____ Tel: _____

Father's Occupation _____

Employer _____

Business Address _____

_____ Tel: _____

1. Any acceptance of an offer of a place at St Matthew's requires that parents and daughter agree to adhere to the Terms and Conditions of Admission attached to and forming part of the Admission Agreement.
2. I/we agree to notify St Matthew's of any change in the information contained in this application as soon as is reasonably practical.
3. Names of two persons whom St Matthew's is authorised to contact in support of your daughter's application:

A) Name _____

Address _____

Telephone No. _____

Relationship _____

Occupation _____

B) Name _____

Address _____

Telephone No. _____

Relationship _____

Occupation _____

SIGNATURE _____

SIGNATURE _____

(to be signed by both parents or caregivers)

DATE _____

Please return this application to the Principal

FOR OFFICE USE

Date received _____

Interview Date _____

Interviewer _____

Accepted Yes

No

Conditional

Offer of place sent Date _____

Staff _____

Acceptance of place received

Date _____

Comments _____



THE TRINITY SCHOOLS

St Matthew's is a member of the Trinity family of schools. Hadlow Preparatory School offers boys and girls co-education to Form 2 and Rathkeale College is a Form 3-7 school for boys, with students in Forms 6 and 7 attending the Senior College on the Rathkeale site with St Matthew's girls. Please indicate if you require information about either:

Rathkeale College

Hadlow

TERMS AND CONDITIONS OF ADMISSION

1. Payment of Fees

The term invoice, which includes the integrated school attendance due, tuition donation, and boarding fee in the case of boarders, is sent out to Parents prior to or at the beginning of the school holidays, and is to be paid by the first day of each term. Subsequently, invoices for disbursements and other matters are sent out monthly, and are to be paid by the 20th day of month following invoice. All accounts unpaid by due date are regarded as over-due from that date. All expenses incurred by the School in collecting any overdue fees or disbursements (including legal or other collection agency costs) shall be met by the Parents and interest on such amounts shall be payable in terms of paragraph 2 of these terms and conditions from the date such expenses are incurred until the date of payment.

2. Payment of Interest

Interest will be charged on all overdue accounts at the rate of 1.5% per month compounding.

3. Abatement of Fees

The School shall be under no obligation to provide any abatement of fees in respect of any time during which the Student may not be in attendance at the School due to withdrawal, suspension, expulsion or illness.

4. Review of Fees

The Board of Proprietors reserves the right from time to time, by notice in writing to the parents, to review and change the fees and other charges payable (including interest) by the parents pursuant to these terms and conditions.

5. Fees Protection Scheme

The Parents will participate in the Fees Protection Scheme designed to provide for the continued education for the Student at the School, in the event of the untimely death of a nominated Parent. The Parents confirm that they have read the Conditions relating to the Scheme and agree to pay the premium charge for the Scheme which will be included on the term accounts.

6. Terms of Withdrawal

Written notice of not less than one clear term must be given of the Parents' intention to withdraw the Student from the School at the end of a particular term (the date of withdrawal). All fees and disbursements shall continue to be payable up to and including the date of withdrawal. In the event of notice not being given strictly in accordance with this clause, the School shall have the right to charge one term's tuition and, if applicable, boarding fees in lieu of this agreed period of notice.

7. Attendance

Parents shall support the School in maintaining high standards of attendance. Any absence requires parental notification in advance, preferably in writing. Extended leave requests must be negotiated with the Principal.

8. Standard of Conduct

The Student shall at all times be subject to the rules and discipline of the School.

9. School Policies

Policies for the guidance and control of the School, Students, Parents, Staff and Governing Bodies are formulated, reviewed and promulgated from time to time. These policies are formal documents and are available to be viewed at the School office.

The relationship of the Student and the Parents with the School, is governed by these policies.

10. Religious Education

Under its Integration Agreement with the Ministry of Education, the School gains its Special Character from its affiliation with the Anglican Church. The attendance at chapel and the participation in religious tuition and observance is therefore compulsory.

11. Credit Sales and Disbursements Account

Until advised in writing to the contrary the School in its discretion is authorised to permit the Student to operate a credit sales and disbursements account. This account may be utilised by the Student in making purchases at the Stationery Shop and Tuckshop and will be charged with other expenditure specifically related to the student. The latter may include apportionments of expenditure related to a group of students. Unless the Parents advise the School in writing,

the credit limit of such account shall be the general credit limit applying from time to time for such accounts within the School.

12. Disclaimer of Liability

The School accepts no responsibility for any personal injury suffered by the Student or loss or damage to personal property of the Student or Parents whilst the Student is at or in the care of the School. The Parents authorise the Principal, or in his absence, the Acting Principal or the Student's Form Teacher or House Matron to act in loco parentis in respect of the Student in cases of accident or emergency should the School be unable to contact the Parents at that time.

These principles are reinforced from time to time by the signing of a more specific indemnity form by all Parents. The Parents agree to sign such forms from time to time.

13. Use of and Updating of Information

The Parents shall notify the School of any change in the information contained in this Admission Agreement as soon as is reasonably practicable. The Parents acknowledge that the information contained in this Admission Agreement is collected for the purpose of providing for the educational and general advancement of the Student, the administration of the School, the publication of the School List, the maintenance of the School's records of past, present and future students and the parents and guardians of such students and will be utilised by the School and its various associated bodies including, but not by way of limitation, the St. Matthew's Collegiate School Old Girls' Association, and the Association of Friends of St. Matthew's. The School is authorised to disclose the information contained herein and such updated information and other information from time to time collected by the School to the associated organisations on the basis that such organisation hold the information and use the information only for the purposes of activities which the particular organisation customarily undertakes from time to time. It is agreed that all information from time to time held by the School and information concerning the academic, sporting or cultural performance of the Student may be released to parties outside the School at the discretion of the School in any situation where the education, health, welfare or safety of the Student is concerned.

14. Severance

If any provision of these terms and conditions is illegal, invalid or unenforceable, the validity and enforceability of the remaining conditions is not affected.

15. Governing Law

This agreement is governed by the law of New Zealand.

UNDERTAKING OF STUDENT

The Student undertakes while a student of the School at all times to observe the rules and be subject to the discipline of the School including, but not by way of limitation, the School Policies, rules and conventions promulgated from time to time and as varied, supplemented or replaced.

SIGNED _____ (Parent/Caregiver)

DATE _____

SIGNED _____ (Parent/Caregiver)

DATE _____

SIGNED _____ (Student)

DATE _____