

## **Cromwell College Apartments Outdoor Pursuits Academy Application 2019**

Please complete the application form, the Apartments Tuition and Behaviour Agreement, the Cromwell College Application for Enrolment Form.

Please submit the following items with your application booklet:

1. A copy of your latest school report.
2. A curriculum vitae, CV
3. A copy of your NCEA Record of Achievement to date
4. A recent photograph.
5. A letter, typed or hand written, explaining why you wish to attend Cromwell College and participate in the Outdoor Pursuits Academy. This letter should detail things such as your past and current experiences and interests, successes, your future goals and ambitions and what you hope to gain from your year at Cromwell College. Please limit your letter to no more than two sides of an A4 sheet of paper.
6. A deposit of \$250.00. If your application is unsuccessful your deposit will be returned to you. If your application is successful and you withdraw from the programme before 14 September then \$100 will be refunded to you. Any refund for withdrawal after this date will be at the Principal's discretion.

***Our school bank account number is: 06 0921 0065749 00***

Please send your completed application and supporting documentation to:

Cromwell College  
Barry Avenue  
Cromwell 9310  
Central Otago

### **Rolling Entry**

Cromwell College operates a "rolling entry" system of acceptance. Effectively this means that we will start the decision process upon receiving your application. This gives both you and the College time to plan and prepare for next year. Even so, **we recommend that applications are to us by Friday 14 September 2018** to ensure you have the best chance of being accepted for 2019.

Assuming everything is in order you will usually receive an answer within two to three weeks. Because of the "rolling entry" policy you are encouraged to apply early. We have a limit of 21 students in the Apartments programme. Once this limit is reached then students will be placed on a waiting list.

All the best with your application.

Mason Stretch, Principal

## Cromwell College Apartments Application 2019

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Current school: \_\_\_\_\_

Your school year level in 2018: 11 or 12 (please circle)

How did you hear about our programmes? (circle) : Word of mouth; Newspaper advertising;  
Careers Expos; Careers Advisor; Other \_\_\_\_\_

### Personal Declaration (circle)

These questions must be answered honestly for you to gain and maintain a place in the apartment and academy programmes

1. Have you ever:
  - Been stood down or suspended from a school? Y / N
  - Had involvement with the police? – eg drugs, alcohol, other Y / N
2. Do you smoke? Y / N
3. The Outdoor Pursuits programme requires a good level of health and fitness. The course will be physically demanding at times. Students who have had recent injuries have struggled in the past in our programme. Do you have any physical condition that will limit your ability to participate fully in the Outdoor Pursuits Academy?  
Y / N
4. Do you have any emotional, social or learning needs that will affect your ability to be fully involved in the apartments, curriculum and academy programmes?  
Y / N

If you have answered Yes to any of the above then we request that you provide us with relevant information.

## Referees

Please supply the names, addresses and telephone numbers of two adults who are willing to act as referees on your behalf. One of these must be a staff member at your current school. Please ensure that you check with your nominated referees in advance.

**Referee One** \_\_\_\_\_

Position Held \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell \_\_\_\_\_

**Referee Two** \_\_\_\_\_

Position Held \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell \_\_\_\_\_

Cromwell College reserves the right to contact other people at your current school or elsewhere if we need more information to support your application.

## Apps 2018: Sailing Lake Dunstan and Tramping the Routeburn Caples



**CROMWELL COLLEGE APARTMENTS TUITION  
AND BEHAVIOUR AGREEMENT**

**This is an agreement between .....(the student) AND  
..... (the parents or guardians) AND Cromwell College.**

- 1 All Apartments students will be involved with the Outdoor Pursuits Academy.
- 2 The College reserves the right to alter any Apartments or Outdoor Pursuits as befits the school.

**Cromwell College will endeavour to**

- a Provide the student with tuition as pertains to their chosen programme.
- b Provide a safe and supportive living and learning environment at the Apartments.
- c Provide help, support and guidance to the student during their tenure.
- d Maintain regular contact with home.
- e Provide a course of study that best fits the student's needs and abilities. The College reserves the right to place all students into a course of study which the College determines is best suited to the student's ability level.

**The parents or guardians agree that**

- a The student is subject to the rules and regulations of Cromwell College and to the discipline provisions or the New Zealand Education Act, 1989.
- b The student will follow instructions, rules and regulations as set out by the hostel managers, academy directors and Cromwell College staff.
- c The College will be provided with necessary medical, educational and welfare history.
- d The College will be provided with any information on a student's disciplinary record pertaining to stand-down, suspension or police involvement.
- e The College has the authority to provide consent in the event of a medical emergency in situations where the parents are unable to be contacted.
- f The College has the right to alter the student's course of study if this is seen to be in the best interest of the student.
- g They will provide the student with an adequate level of funding for personal effects, travel, etc.
- h They will be responsible for the cost of any damage done to the school, the Apartments or public property by the student.
- i All fees will be paid as required in the timeframe set out by the College.

**The Student will**

- a Take part fully in all aspects of the programme including academic study at school, commitment to the chosen academy and commitment to the life and philosophy of the Apartments programme.
- b Follow all rules and regulations as set out by the school and Apartments managers.
- c Exercise care and concern in respect to school, Apartments', other students', staff and the Cromwell community's property.
- d Have a good level of general fitness prior to starting the Apartments programme.
- e Abide by the drug, alcohol and smoke-free status of the Apartments and the College.
- f Agree to a drug test, on permission from parents, if there is suspicion of drug use. A positive result would lead to exclusion from the Apartments and Outdoor Pursuits programme.

## **Additional Information**

- 1 Normally the course of study for either Programme is for one academic year.
- 2 At the discretion of the principal, students may enrol for a period of time of less than one year, or may enter the programme at a time other than January. It would usually be expected that these entry points will be at the beginning of a term.
- 3 Students who disregard the rules and regulations of the programme may be removed from the Apartments. This may be the result of repeated offences or the commitment of a serious offence. Parents and caregivers will be warned in advance if the student's behaviour is causing concern. However, in the case of a serious offence the school may act immediately. Serious offences could include but are not limited to:
  - a. violation of the drug, alcohol and smoke-free status
  - b. physical or verbal assault on a student or staff member
  - c. wilful damage to property
- 4 In such cases, the Principal will consult with the College's Board of Trustees, the Apartments managers, the Assistant Principals responsible for Apartments students and due process and investigate the situation. On the basis of this investigation the Principal will have the right to suspend the student from the Apartments for a period of time or exclude the student from the Apartments for the remainder of the year. If, in the opinion of the hostel manager and the Principal, the student is likely to be a danger to others or to property, removal may be immediate and the police may be involved. Students who come under the disciplinary provisions of the Apartments in relation to drug use may be asked to submit themselves for regular drug testing as a condition of continuing in the programme.
- 5 If a student is suspended or excluded from the Apartments it shall be the responsibility of the parents to find alternative accommodation.
- 6 In all cases involving illegal activity, the College reserves the right to involve the police.
- 7 All fees must be paid within 30 days of receipt of invoice. The College reserves the right to terminate the enrolment of a student at the Apartments if fees are not paid. The College will send out regular invoices for fees and will facilitate a direct credit payment system if this is desired. The College reserves the right to employ the services of a debt collection agency if fees are not paid on time. All costs related to debt collection will be the responsibility of the student's parents or caregivers.
- 8 Students who wish to leave the programme early are encouraged to do so at the end of a term. Parents and caregivers should give the school six weeks notice of this situation. Students who leave the programme part-way through any term for any reason will be required to pay the fees for that term and any outstanding costs owing to the school.
- 9 As a general rule students in the Apartments' programmes are not allowed to have a car or motorcycle. Students who have a valid reason for needing motorised transport must contact the principal in advance to discuss the situation. If the principal grants permission for a car or motorcycle then the student and caregiver must agree to the school's conditions of use. These conditions include the surrender of keys to the managers and only using the vehicle as pre-arranged with the managers.

**STUDENT AGREEMENT**

I have read and understood the terms set out in the agreement and I agree to abide by them.

Signed ..... Date .....

Name of Student .....

**PARENT OR CAREGIVER AGREEMENT**

I have read and understood the terms set out in the agreement and I agree to abide by them.

Signed..... Date .....

Full Name of Caregiver .....

Relationship to Student .....

Signed ..... Date .....

**STUDENT DETAILS**

Family Name \_\_\_\_\_ Year (now) \_\_\_\_\_ Class (Office) \_\_\_\_\_  
 First Names \_\_\_\_\_ Year enrolling for \_\_\_\_\_  
 Preferred Name \_\_\_\_\_  
 Gender \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Mail to Whom \_\_\_\_\_ Enrolment Number (Office) \_\_\_\_\_  
 E-mail address \_\_\_\_\_ House (Office) \_\_\_\_\_  
 Address \_\_\_\_\_ Date of first attendance \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_ Emergency Contact Number \_\_\_\_\_  
 Home Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
 Are you a NZ citizen? Yes  No   
 If No, what is your Resident Status? \_\_\_\_\_  
 Type of Visa \_\_\_\_\_ Invoices/Accounts are to be sent to:  
 Nationality - which country were you born in? \_\_\_\_\_ Father  Mother  Other   
 \_\_\_\_\_ If other, please name \_\_\_\_\_  
 First Language - English? \_\_\_\_\_  
 Last School Attended \_\_\_\_\_

**\*A photocopy of identification (ie. Birth certificate, passport) is required\***

**PARENT/CAREGIVER #1**

Family Name \_\_\_\_\_ Occupation \_\_\_\_\_  
 Title - Mr  Mrs  Ms  Miss  Workplace \_\_\_\_\_  
 First Names \_\_\_\_\_ Relationship: ie. Mother/Stepmother \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Does the child live with you? Yes  No   
 Work Phone \_\_\_\_\_ Are you a legal guardian? Yes  No   
 E-mail address \_\_\_\_\_ Access rights? Yes  No   
 Documentation required for custody arrangements.

**PARENT/CAREGIVER #2**

Family Name \_\_\_\_\_ Occupation \_\_\_\_\_  
 Title - Mr  Mrs  Ms  Miss  Workplace \_\_\_\_\_  
 First Names \_\_\_\_\_ Relationship: ie. Father/Stepfather \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Does the child live with you? Yes  No   
 Work Phone \_\_\_\_\_ Are you a legal guardian? Yes  No   
 E-mail address \_\_\_\_\_ Access rights? Yes  No   
 Documentation required for custody arrangements.

**STUDENT MEDICAL INFORMATION – A separate medical Form will be sent to all Apartments students**

Does the student have any medical problems Yes  No   
If yes, please specify, with degree of severity \_\_\_\_\_  
\_\_\_\_\_  
Name of child's or family doctor \_\_\_\_\_

**OTHER STUDENT INFORMATION**  
**Ethnic Group:** please specify \_\_\_\_\_  
**Do you have any Maori Ancestors?** Yes  No  Which Iwi \_\_\_\_\_  
**Country of Birth** \_\_\_\_\_ **Citizen or Permanent Resident of** \_\_\_\_\_  
(Documentation required)  
**Student work, photos and images:** I give consent to the school using this information in school publications and promotional material (eg newsletters, the school magazine, website) Yes  No   
**Cyber safety Agreement:** This agreement will be sent with the confirmation of acceptance. Please ensure this is completed and returned by email or post to the office as soon as possible.

**SPECIAL NEEDS**

**1 My child is receiving help/has received help with:**  
 Reading  
 Maths  
 Other (please explain) \_\_\_\_\_

Please detail:  
\_\_\_\_\_  
\_\_\_\_\_

Is there any other information that may be helpful for us in knowing, understanding and assisting your child/children/family? (Eg. adopted child, blended family, custody arrangements etc.)  
\_\_\_\_\_  
\_\_\_\_\_

**DECLARATION**

I agree to comply with the school's requirements concerning discipline, attendance, uniform, fees, books and all other matters pertaining to the welfare of the College. I will do my best to see that \_\_\_\_\_ complies with the College expectations.

\_\_\_\_\_  
**Signature of Parent/Guardian** **Date**

I will comply with the school regulations and act with consideration for other students and school staff.  
\_\_\_\_\_  
**Signature of Student** **Date**