

U18 INTERNATIONAL STUDENT ENROLMENT APPROVAL FORM (ENR02) v3



To complete this form:

- Answer all questions on the form.
- Use BLOCK LETTERS and tick check boxes where required

Please attach this form to the AEI International Student Application.
This form must be attached for the application to be considered.

Any applicant (prospective student) Under 18 who wishes to apply for enrolment into any of our programmes, is subject to approval of the relevant Campus Director. The following information is compulsory, and must be completed by the parents of the applicant. If there is only one parent, please provide details of a Next of Kin in the Parent 2 section of the Contact Details. This form is part of the International Student Application, and is only completed for students Under 18.

1.0 APPLICANT (STUDENT) DETAILS

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Student ID Number (office use only)

Family name: <small>(as shown on passport)</small>				Given name/s:			
Date of birth:	DD	MM	YYYY	Preferred Given Name:			

2.0 PARENTS DETAILS

PARENT 1

Family name:		Relationship to applicant (student):	
<small>First Name</small>	<small>Family Name</small>		

Contact Details

Number and street:			
Town/City:		State:	Country:
Postcode/Zip:		Email:	@
Telephone:	<small>Country Area Local number</small>	Mobile:	

PARENT 2 (or Next of Kin details if only one parent)

Family name:		Relationship to applicant (student):	
<small>First Name</small>	<small>Family Name</small>		

Contact Details

Number and street:			
Town/City:		State:	Country:
Postcode/Zip:		Email:	@
Telephone:	<small>Country Area Local number</small>	Mobile:	

3.0 LIVING ARRANGEMENTS DURING STUDY

What are the accommodation arrangements for the U18 applicant? Must be one of the below arrangements.

<input type="checkbox"/> AEI approved Homestay	We will discuss the AEI approved Homestay options available once your application has been accepted.
<input type="checkbox"/> Designated Caregiver	Please complete and attach the following forms for consideration: <input type="checkbox"/> U18 Designated Caregiver Agreement (to be completed by proposed Designated Caregiver) <input type="checkbox"/> U18 Parental Consent of Designated Caregiver Form
<input type="checkbox"/> Living with parent in NZ during period of studies Please provide below details of the address your child will be living at with you during the period of their studies, as well as your NZ contact details.	
Number and street:	
Town/City:	Postcode/Zip:
Telephone:	Mobile:
<small>Country Area Local number</small>	

4.0 TRANSFER OF CARE PLAN ON COMPLETION OF STUDIES WITH AEI (not required if living with parent/guardian/s)

A Transfer of Care Plan (TCP) needs to be in place to ensure AEI transfers your child's care to an approved person/s at the end of your child's enrolment period with AEI.

If your child needs to move from the care of an approved residential caregiver during your child's enrolment period with AEI, an approved Transfer of Care Plan will be created and agreed to PRIOR to each transfer.

On completion of your child's study, who would you like AEI to Transfer Care to? (from their current Homestay or Designated Care Giver)

Name (please attach copy of passport or NZ Drivers Licence)	Known to child & parents	Date of transfer of care	Destination – eg. Travel details or accommodation details
	Y / N		

I agree to take responsibility for day to day pastoral care of this student, once transferred from AEI to me, in accordance with the Transfer of Care Plan above.

Signature of above-named person that Transfer of Care is going to.

Date

5.0 DECLARATION

I/We have supplied on this form and any attached documentation to be true and complete and that I/We have personally completed the form. I/We have not withheld information which could have a bearing on my/our child's enrolment or the conditions of his/her enrolment. I acknowledge that AEI may suspend or terminate my/our child's enrolment if false information has been supplied or required information is not supplied by the due date.

I/We agree to the Living Arrangements selected, and acknowledge that approval of the proposed Living Arrangements is subject to AEI's approval.

I/We confirm the transfer of care of my/our child's care on completion of his/her studies with AEI, as detailed in this form. I/We acknowledge that AEI may refuse / terminate my/our child's enrolment in the event that the transfer of care information is deemed to be unsuitable or unacceptable.

The names person/s in the Transfer of Care arrangements must meet the following:

- Be 18 years or over and
- Must be known to the student and the parent/guardian
- Must agree to take responsibility for day to day pastoral care once transferred from AEI or other named person/s in the Transfer of Care arrangements, in accordance with the Transfer of Care Plan.

I/We confirm that I/we have discussed this application with designated staff from AEI, and have agreed to the following communication arrangements:

- A brief progress email will be sent to me/us once every 2 weeks.
- AEI will contact me/us if my/our child is causing concern OR requires medical attention
- A written progress report will be emailed every 5 weeks.
- AEI has provided the contact details of the key person/s in the organisation that we can contact at any time.

I/We give permission for my/our child to participate in any AEI organised learning activities outside the classroom.

- I/We understand that AEI will ensure all necessary health and safety precautions are adhered to.
- I/We agree that my/our child is required to follow all staff instructions on these activities and the instructions of any other adult who may be assisting in these activities.
- I/We agree to my/our child being transported in private or AEI owned/leased/hired vehicles to attend these activities.
- I/We agree that attending these activities are at my/our and my/our child's own risk entirely and no claim whatsoever can be made against AEI, its Directors, agents, employees, contractors or teaching staff.

I/We support my/our child's International Student Application to AEI.

CHECKLIST

Have you completed all sections of this application form?

If your child will be living with a designated caregiver, have you attached the following completed and signed forms?

- U18 Designated Caregiver Agreement
- U18 Parental Consent of Designated Caregiver

Have you read and signed the Declaration?

Signature of Parent 1

Signature of Parent 2

Date

OFFICE USE ONLY

Campus Director to complete prior to consideration of Enrolment

U18 application can be considered for enrolment?

Yes, meets U18 requirements

No, does not meet U18 requirements. Please provide reasons below:

Name of Campus Director

Signature of Campus Director

Date