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HILLCREST
HAMILTON



Hillcrest
NORMAL SCHOOL

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PRINCIPAL IRENE COOPER
B.ED, DIP TCHG, FNZEI

“HONOUR BEFORE ALL”

FOREIGN FEE PAYING STUDENTS 2009

Thank you for your enquiry regarding placement for an International Student at Hillcrest Normal School. The following is an outline of the procedures for an International Student application:

- ❖ A current passport must be sighted. (If the student does not have a N.Z. resident's permit then he/she is classed as a fee paying student.)
- ❖ The child must live with parents or legal guardian whilst in NZ
- ❖ Medical and travel insurance must be taken out for each student, and a copy of the receipt for this insurance must be presented to the school before enrolment can be accepted
- ❖ An appointment is made with the Principal, Mrs Gay Gilbert, who will advise if the enrolment application is successful.
- ❖ An enrolment form must be completed along with the Application form (signed by the parent).

Once the enrolment is confirmed, fees must be paid before the student commences school. Students who enrol during the term are still required to pay for a full term. If the student leaves within a school term then the fees for that term are not refundable.

If a full year's fee has been paid and a student leaves the school 'before completion they may be eligible for a refund. (Refer to Refund Policy)

Once this fee is paid, you will be issued with a receipt and a letter confirming the student has been accepted as a Foreign Fee Paying student at Hillcrest Normal School. If the student intends staying in N.Z. for longer than the three months allowed on the Visitor's Permit then a Student Permit must be obtained from the Department of Immigration. The Student Permit must be sighted and a photocopy made by the school within 28 days.

If you have any further questions please feel free to contact the school.

Irene Cooper
PRINCIPAL

Expert Teachers of Children

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Expert Teachers of Teachers