



SUMMARY OF APPLICATION AND ENROLMENT PROCESS

		Office Use Only
1.	Parents complete the Application Form and Contract of Enrolment and submit it to CMS, along with a copy of their child's passport and most recent school report.	
2.	Parents complete the Accommodation Agreement (if they require homestay accommodation for their child) and submit it to CMS.	
3.	Parents complete the Designated Caregiver Agreement (if their child will be living with a relative or close family friend) and submit it to CMS.	
4.	If a place is available for your child at the appropriate year level, CMS will send you an Offer of Place and an invoice for payment of tuition fees.	
5.	When the tuition fees have been paid into our school bank account, CMS will send you an official receipt .	
6.	Parents apply to Immigration New Zealand for a Student Visa or Visitor Visa (up to 3 months in a single period of study).	
7.	Once the visa has been granted, parents advise CMS of their travel plans and send us a copy of their medical and travel insurance policy (in English).	
8.	Prior to arrival, CMS will send parents a welcome letter with details about the class their child has been placed in and information about their homestay family (if applicable).	