HOW TO APPLY FOR A PLACE AT CAMBRIDGE MIDDLE SCHOOL

Collect information about schools in New Zealand. Decide if Cambridge Middle School is the right place for your child.

Complete and send an **Application for Tuition** form. You must fill in all sections.

If we have a place for your child we will send you:

1. An **Offer of Placement** letter. This means that your child will be accepted into Cambridge Middle School provided that the rest of the application procedure is completed satisfactorily. You will need the letter when you apply for your child's visa.

2. Details of **fees** and how to pay them. Fees must be paid in full before your child takes up their place.

3. A **contract** which must be signed and returned.

4. If you have requested homestay accommodation, your child must also sign a **homestay contract** agreeing to the terms under which they are placed in a homestay.

You must also send us a copy of your child's most recent school report.

Your child must also have **travel and medical insurance**, which we will organise if you wish. If you make your own arrangements, you must send us proof that you have done so, including a copy of the policy, which must contain a fees protection clause.

We must have your **address; telephone number and e-mail** address so that we can contact you at any time.

Before your child arrives in New Zealand we will send you details of the **homestay family** which whom they will live as well as other essential information about the school.

Please contact us at any time if you have any **questions** that you would like us to answer.

We will look forward to welcoming your child to our school.

Documents to be sent with the form

•   The students latest school report
•   A copy of the student's birth certificate or passport
•   Recent photograph of the student

Declaration (to be signed by a parent)

I agree that my child will abide by the laws of New Zealand, by the rules of Cambridge Middle School, and by all terms and conditions of enrolment.

Name……………………………………………………………………………………………….

Signed……………………………………………………………………………………………….