



Nga Tawa Diocesan School

INTERNATIONAL STUDENT ENROLMENT APPLICATION CHECKLIST

Use this form to help you ensure that you have completed all the necessary steps to enrol at Nga Tawa Diocesan School.

Student Name:		
Item		Date Completed
Read information on Nga Tawa Diocesan School and Code of Practice. Ensure that you have all the necessary information to make an accurate decision about which school you would like to attend in New Zealand. If you need more information about Nga Tawa Diocesan School please contact our International Office with your questions before applying.		
Application Form - All pages completed. Ensure you answer all questions. Ensure signatures on pages 5 and 8. Make sure you provide accurate and complete information as incorrect information may result in the cancellation of your enrolment without any refund of tuition and boarding fees.		
Tuition Agreement – Initial each page and Sign where indicated. Make one copy. Keep the copy for your files. Return the original to Nga Tawa Diocesan School.		
Post Application Form, Photos, Tuition Agreement to Nga Tawa Diocesan School Director of International Students.		
Wait for confirmation form Nga Tawa Diocesan School International Office that your application has been accepted and your enrolment process will begin.		
An “Offer of Place” which includes an Invoice will be sent to you. You may begin the process of applying for your VISA to Study in New Zealand at this point.		
Make arrangements to transfer a fees payment of the amount of the Invoice to Nga Tawa Diocesan School.		
You will receive a Formal offer of Place which receipts fees, which you will need in order to finalise your student visa for New Zealand.		
Once your Student Visa is issued by New Zealand Immigration Service:		
Arrange flights and send details to Nga Tawa Diocesan School.		
If you are arranging your own insurance ensure you have cover effective from the time you book your flights, and that your policy covers all of the activities you will participate in while in New Zealand. Send Your Insurance Form and all required documentation to Nga Tawa Diocesan School along with your travel arrangements.		
You will receive email confirmation that Nga Tawa Diocesan School has received your travel details.		
You will receive email confirmation that your insurance has been arranged or that your insurance meets the standards of the Code Of Practice.		
You have now completed all the steps for enrolment required prior to your departure. The final steps of your enrolment will be completed after arrival at Nga Tawa Diocesan School. These include:		
Language Assessment Test		
Course Confirmation		
Uniform Purchase		
We look forward to seeing you in New Zealand. Please ensure you have completed each step of this process fully to ensure your enrolment can be completed.		