



Application Information Pack



Boarding Application Process

Thank you for considering an application to board at Dunstan High School Hostel. Before deciding to apply for the hostel you are welcome to view the hostel and meet with management to discuss hostel life. Please contact the the Principal's PA for an appointment.

How to Apply:

Please complete the following forms and return them to the school at the address below:

1. Dunstan High School Enrolment Form.
2. Hostel Application Form.

**Post to: Enrolments
Dunstan High School,
Enterprise St,
Alexandra 9320**

Once your forms are received at our office an appointment will be made for you to have an enrolment interview and tour of the facilities with the hostel manager and the school principal. Following this interview a decision will be made on your application.

If you wish to be considered in our first round of offers please ensure that your application has been received by our office **no later than 30 July** the year before you intend to start at Dunstan High School.

Once your application has been reviewed:

You will receive a letter confirming the outcome of your application for enrolment at the high school and the hostel. If your application is successful you will receive a signed "Offer to Place Student in Boarding Programme". Once this is signed and return to school your place in the hostel is confirmed. Our first round of offers is usually made in the week following the closing date above.

Late applications:

We do consider applications for enrolment at any time and those made after 30 July will be considered and places may be offered if available.

Open Evening (Year 8 students)

An open evening will be held for all year 8 students in Term 3. Students enrolled at the hostel, and their parents, are invited to attend this open evening. However, attendance is not expected if long distances are involved.

Welcome Evening (New year 9 students)

In January students whose enrolment has been confirmed will receive a letter outlining start up and welcome procedures for the new school year. This will include a welcome barbeque tea for new year 9 students and their families the evening before the first day of school. This is an opportunity for new students to settle in before the arrival of other students and for families to familiarise themselves with the students new home.

If you have any questions about this process please do not hesitate to contact:

The Principal's PA
Dunstan High School
Enterprise St,
Alexandra 9320

Tel: 03 4488595
Email: office@dunstan.school.nz

The Hostel Manager
99 Russell St
Alexandra 9320

Tel: 03 4487506
Email: hostel@dunstan.school.nz

PLEASE NOTE: all enrolment enquiries should be directed to the Principal's PA in the first instance.



Applicant Selection Guidelines

These guidelines will be used to select students for enrolment at the hostel if necessary.

1. The geographical location of students. Preference will be given to applicants for whom Dunstan is their nearest high school, and who live "beyond the bus stop".
2. Existing members of the hostel family. Preference will be given to applicants who have siblings currently attending the hostel.
3. The children of former Dunstan Hostel Students will have preference over students with no family ties to the hostel.
4. Suitability of the student for hostel life. Preference will be given to applicants who in the view of management have demonstrated appropriate behaviour, engagement with learning, sporting and cultural activities to manage the expectations of students boarding at the hostel.
5. Special needs match. Students with special needs will be considered where there is an appropriate match between the special needs of the student and the resources available at the hostel to meet these needs. Consideration will be given to ensuring a balanced range of needs across the entire student cohort.
6. International Students. The hostel will enrol international students to further the schools internationalisation goals. Total numbers of international student will be limited as well as the numbers from any one country. This will protect the quality of the experience for international students as well ensuring an overall balance of students at the hostel.



Fees Structure

Domestic Students 2016

5 Day Boarding

Five day boarding students may arrive at the hostel from 8am Monday morning and remain until 5 pm Friday afternoon. (NB. Any students at the hostel outside these hours will be charged the applicable casual boarding fees below.)

Current Fees **\$7 665** Per Annum

Three Installments of \$2,555. Due: 5 February, 20 May, 26 August

A *prompt payment discount* of \$70 per installment will be deducted if payment is received prior to the due date. (*Installment amount due after PP discount is \$2 485*)

7 Day Boarding

Seven day boarders may arrive at the hostel after 5pm on the evening prior to the commencement of term and may stay until 5pm of the last day of term. The hostel will normally be closed for all weekends which include a public holiday.

Current Fees **\$10 710** Per Annum

Three Installments of \$3 570. Due: 5 February, 20 May, 26 August

A *prompt payment discount* of \$70 per installment will be deducted if payment is received prior to the due date. (*Installment amount due after PP discount is \$3 500*)

Activity Fee: An additional \$200 per term is charged in advance each term to cover weekend activity costs and other sundry expenses for seven day students. Money from this account which is not used during the year is credited back to the student account.

Payment Options

Annual fees are payable in advance in three installments. Parents may prefer to establish a regular weekly payment by direct debit which can be arranged through the school office.

Casual Boarding

Casual boarding maybe available over the weekends to 5 day students, at the discretion of management, and will be invoiced separately.

Casual Boarding (Standard Rate): \$30.00 per 24 hr period or part thereof.

Additional fee for unarranged casual boarding: \$80.00 per 24 hr period, or part thereof. (Total \$110/24hrs)

Boarding Allowances

A range of government financial support is available for students who board at the hostel. Visit the Ministry of education website for eligibility details, frequently asked questions and application forms.

<http://parents.education.govt.nz/secondary-school/your-child-at-school/boarding-allowances/>

Account Enquiries: accounts@dunstan.school.nz or tel 03 4488595 and ask for the accounts officer. All other enquiries regarding hostel fees should be directed to the hostel manager.

All prices include GST. Current pricing valid for enrolments starting before 31/12/16. BOT policy is that hostel fees increase annually from 31 January in line with the cost of living increases. This Fees Schedule forms part of the agreement between boarding hostel parents and DHS Board of Trustees. It should be read in conjunction with the DHS Hostel Standard Terms and Conditions of Enrolment.



Boarding Hostel Application Form (For NZ Resident Students)

This form MUST be accompanied by a completed Dunstan High School Enrolment Form if the student is not already enrolled at Dunstan High School.

Student Name:			
Boarding Programme	Please Circle One:	5 Day	7 Day
Parent (Mother) / Caregiver 1 Information			
Name:			
Address:	Address Line 1: Address Line 2: Town or City: Postcode:		
Occupation:			
Home Tel:		Work Tel:	
Mobile Phone:		Other:	
Email Address:			
Parent (Father) / Caregiver 2 Information			
Name:			
Address: (If different from caregiver 1)	Address Line 1: Address Line 2: Town or City: Postcode:		
Occupation:			
Home Tel:		Work Tel:	
Mobile Phone:		Other:	
Email Address:			

Student Background Information

Warning: Failure to fully and accurately disclose all relevant information may result in the cancellation a student's enrolment.

Current Living Arrangements: Include any shared custody or other arrangements

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School or Other Education History

Current School Name:		Year Level Now:	
Sporting Interests:		Cultural Interests:	

Please list previous schools and years of attendance:

School Name	Start Date	Leaving Date

Reasons for Applying for Boarding Programme.

Please briefly state reasons for applying for boarding placement at DHS hostel...

Medical Information

Full medical information will be stored and updated from school records. Please *briefly* outline medical background including any ongoing illness/medication etc...

Other Relevant Information

Please provide any other information regarding student history/behaviour/special needs which may be relevant or important.

Please circle the ways which you heard about our boarding programme.

Newspaper Advert	Internet Search	Internet Advert	Agent
Word of Mouth	Family Connection	Mailbox Flyer	Event.....
Other... please describe....			

REFEREES:

Please provide the names and addresses of three referees who may be contacted to provide information to support your application.

1.

Name: _____

Address: _____

Business Telephone: _____ Private Phone: _____

Email: _____

Relationship to Applicant: _____

2.

Name: _____

Address: _____

Business Telephone: _____ Private Phone: _____

Email: _____

Relationship to Applicant: _____

3.

Name: _____

Address: _____

Business Telephone: _____ Private Phone: _____

Email: _____

Relationship to Applicant: _____

Standard Terms and Conditions of Acceptance into Boarding Programme

1. On signing this form parents become liable for the payment of the Annual Boarding Fee until the Placement Finish Date stated on the "Offer To Place". If no "Offer To Place" exists, the Placement Finish Date for the purposes of this agreement, will be deemed to be the end of the students fifth year of high school.
2. The Annual Boarding Fee amount and due dates are outlined in the Hostel Fees Schedule. This schedule will be provided in writing to parents annually and the latest version will be available on the school website. In the event that a student subsequently withdraws from the programme the provisions of Clauses 4 and 5 below will apply.
3. Dunstan High School BOT reserves the right to increase hostel fees at any time. Six weeks written notice will be given of any fee increases during the academic year. The BOT may also vary these Standard Terms and Conditions from time to time. Parents will be informed of any variations in writing and the latest version will be available from the school website.
4. No reduction in fees will be made on account of any absence from the hostel for any reason.
5. Parents wishing to terminate boarding before the Placement Finish Date must give ten weeks notice, in writing, to the manager, and are liable for Boarding Fees incurred during this notice time. A minimum of one third of the Annual Boarding Fee is payable for any student enroled in the programme.
6. Students agree to abide by all hostel and school policy and procedures.
7. Students who are sick may be required to return home, and parents agree to make suitable arrangements to ensure that students in this situation are collected as soon as is practical.
8. Attendance at the hostel is subject to review and will depend upon student behaviour and the timely payment of hostel fees.
9. Parents must complete the Parental Approval and Permission Form.
10. Parents must accurately complete the DHS enrolment form, including medical information, as this information will be used to ensure we provide appropriate daily and medical care for hostel students.

We have read and understood the conditions outlined above and agree to be bound by these conditions:

Student Name:		Signature:	
Parent / Guardian:		Signature:	
Address:		Date:	

This form becomes confirmation of acceptance and a valid contract when signed below:

Signed on behalf of the Dunstan High School Hostel:

Mark Templeton (Manager)

Date:



Hostel Parental Approval and Permission Form

Student Name:			
Parent (Caregiver):			
Address:			
Home Tel:		Work Tel:	
Mobile Tel:			
Email Address:			

Permission to Leave the Hostel Grounds Unsupervised. (Town Leave)

I give permission for my Son/Daughter to leave the hostel grounds unsupervised in order to conduct private business in public, commercial, professional and retail areas of the township of Alexandra.

At any time
 Once per week
 Never

Approval to Visit Private Residences. (Friends and Relatives)

I give permission for my Son/Daughter to visit the following friends or relatives at their private residences. This may include leave from the hostel for dinner and prep. I give permission for the person listed (or parent of person listed if they are under 25 yrs of age) to transport my son/daughter in a motor vehicle to and from the address listed or for my son/daughter to use the school bus service to reach the residence concerned.

Name	Address	Telephone	Relationship

Permission to attend regular work, practices and after school events.

I give permission for my son daughter to attend the following regularly scheduled activities:

Activity	Details (include transport arrangements)

Transport Arrangements to/from the Hostel.

My Son/daughter will normally be travelling to or from the hostel each week/term in the following way:

The following other arrangements maybe made from time to time:

Use of Motor Vehicles

My Son/Daughter has permission to drive a private motor vehicle supplied by us:

To/From the hostel each week.

and

No where else.

or

To any other organised events when distance or practicality make this appropriate.

or

To the following list of activities and no others.

List:

Other conditions:

**Vehicle Registration
Number**
**Driver's Licence
Type**

**Vehicle Make and
Colour**
**Drivers Licence
Number**

Other passengers from *this family* who may be carried in this vehicle as described above:

Photo/Media Release

From time to time during the year photographs are taken for use in promoting and publicising DHS hostel. In signing this form I agree to the fair use of my son's/daughter's image by DHS Hostel for the promotion of its facilities and programmes.

Approval Confirmation

I have carefully read and considered each section of this form and give my approval for my son/daughter to carry out the actions and activities described above.

Parent's Name:

Signature:

Date:

**Office
Use:**

Loaded:

D/L sighted:

Approved: