



Application Process

Thank you for choosing to apply to 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 manager 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.
3. Parental Permission and Approvals 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 with the hostel manager and/or the principal. Following this interview a decision will be made on your application for enrolment.

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 and if successful a copy of your signed acceptance form.

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 hostel dinner that evening and hear a brief presentation on hostel life before moving over to the school for the remainder of the open evening.

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 either:

Mark Templeton
Hostel Manager
99 Russell St
Alexandra 9320

or:

The Principal
Dunstan High School
Enterprise St,
Alexandra 9320

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

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



Fees Structure Domestic Students 2011

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 **\$6 700** Per Annum

Four Installments of \$1675. Due: 4 February, 6 May, 5 August, 28 October

A *prompt payment discount* of \$50 per installment will be deducted if payment is received prior to the due date.

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 **\$9 200** Per Annum

Four Installments of \$2 300. Due: 5 February, 6 May, 5 August, 28 October

A *prompt payment discount* of \$50 per installment will be deducted if payment is received prior to the due date.

Activity Fee: An additional \$200 per term is charged in advance each term to cover weekend activity costs 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 four 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): \$25 per 24 hr period or part thereof.
Additional fee for unarranged casual boarding: \$75 per 25 hr period (total \$100/24hrs)

Bursaries

A range of government bursaries are available for students who board at the hostel. This includes for those who live a distance from their nearest school/school bus, those whose subject choices may be restricted at their nearest school as well as a range of other specialist bursaries. Contact the manager below or visit the Ministry of Education website for more details. >> <http://www.minedu.govt.nz>

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

All prices include GST. Current pricing valid for enrolments starting before 31/12/11. 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 Domestic 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 Delete One: 5 Day or 7 Day		
Parent (Mother) / Caregiver 1 Information			
Name:			
Residential Address:			
Occupation:			
Home Tel:		Work Tel:	
Mobile Phone:		Other:	
Email Address:			
Parent (Father) / Caregiver 2 Information			
Name:			
Residential Address:			
Occupation:			
Home Tel:		Work Tel:	
Mobile Phone:		Other:	
Email Address:			
Please describe student's current living arrangements			
Where? With? When? (if nec.)			

Student Background Information

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

School or other education history			
Current School Name:		Year Level:	
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:



APPLICATION FOR A SCHOOL BOARDING BURSARY

NOTE: PLEASE READ THE INFORMATION AND INSTRUCTIONS ON THE REVERSE OF THIS FORM

All of this section must be completed

Surname of Applicant: _____ First Name(s): _____

Date of Birth: _____ Parents/Caregivers: _____

Applicants current school class/year level: _____ Parents/Caregivers Ph No: Home _____
 Work _____
 Mobile _____
 e-mail address _____

Gender: M/F _____ Ethnicity: _____ **See codes on reverse of form**

Full home address: _____
 (not Post Office Box): _____

Location of your home if applicable (refer to rates demand) - Fire Service No: _____

a) Section No _____ b) Block Number _____ c) Survey District _____

School which the applicant will attend: _____ Primary/Secondary

Date from which applicant will be boarding: _____

Names of sister/brother receiving boarding allowance or conveyance allowance:	School attended
_____	_____
_____	_____

Other transport assistance ie: Conveyance Allowance applied for: _____

If applicant has ever received or is receiving assistance from public funds by bursary, scholarship, allowance or conveyance allowance - state nature, value and years of tenure: _____

List the 2 nearest primary OR secondary schools (as appropriate) to your home and the distance by the shortest route:

Name of school _____ Distance from home _____ km

Name of school _____ Distance from home _____ km

If there is a daily transport service or a school bus service operating to or servicing these schools please complete the following:

Primary/Secondary School bus route/Public transport service, distance from home _____ km

Time transport service reaches the nearest point to home in the am/pm: _____ am _____ pm _____

**APPLICATION FOR TRAVEL ASSISTANCE FOR PUPILS
 ELIGIBLE FOR BOARDING BURSARIES
 Travel Assistance is only available for distance applications**

Means of travel between home and school at beginning and end of term: _____

Cost of public transport from home to nearest boarding school: _____

If travelling by private car, give reason why and distance travelled: _____

I solemnly declare that to the best of my knowledge the above information is correct. I undertake to notify the school authorities of any change in the information above so that payments can be stopped if the pupil is no longer entitled to them.

Name of Parent or Guardian: _____ Date: _____
 (Parent/Caregiver signature)

I certify that to the best of my knowledge the above information is correct.

Signature of Principal: _____ Date: _____
 (ie Principal of School where pupil is to board or attend)

INSTRUCTIONS AND INFORMATION

Instructions

1. Please print clearly in BLOCK LETTERS.
2. A separate application must be made for each applicant.
3. The principal must certify that the information contained in the application is correct and then this application is to be forwarded to the Ministry of Education, Private Bag 3012, Wanganui.

General Information

1. **Boarding Bursary**

Bursaries are awarded according to the School Boarding Bursaries Regulations 1972. Pupils are eligible who have to live away from home in order to attend school, provided that:

- a) The applicants home is 3.2 or more kilometres from school or a transport service for those under 10 years of age: or

4.8 or more kilometres from school or a transport service for those over 10 years of age.
 - b) There is no transport service which the applicant could reasonably be expected to use to attend school.
 - c) The attendance, progress and conduct of the student are satisfactory.
 - d) No other allowance is payable under any Government bursary or scholarship scheme.
- Where the applicant is boarding privately, payment will be made by the school board of trustees to the parent or authorised agent.
 - Where a applicant is boarding at the school hostel payment will be made to the school board of trustees.
 - Payment will be made after the end of each school term.
 - Deductions will be made for non-approved absences from school.

2. **Travel Assistance for Pupils Eligible for Boarding Bursaries**

A refund may be made for the cost of travel at the beginning and end of each term between home and place of board where the cost is in excess of \$10.00 per term.

This assistance is available on the following basis:

- a) Pupils attending state schools - assessed on the distance between home and the nearest state boarding school.
 - b) Pupils attending private schools - assessed on the distance between the home and the nearest state boarding school or private boarding school of the pupils denomination, whichever is the nearer.
- The assistance payable will be based on public transport fares where this form of travel is available.
 - Where a private vehicle must be used, the assistance will be determined according to the current rate per kilometre.

Privacy Act 1993

The information on this form will be supplied only to the Ministry of Education for the purpose of awarding a Government bursary.

Ethnicity:

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
EUR	NZ European/European/Pakeha	FIJ	Fijian
NZM	New Zealand Maori	OPI	Other Pacific Island
SAM	Samoaan	CHI	Chinese
COO	Cook Island Maori	IND	Indian
TON	Tongan	OAS	Other Asian
NUI	Niuean	OGR	Other groups
TOK	Tokelauan		