

## Application Procedures

1. Complete and sign the Application and Tuition Agreement Forms, and attach the following:

- A copy of your latest school report. (An English translation may need to accompany the original copy. Please check with us).
- A copy of your passport.
- A letter of recommendation.
- A small recent photograph.

2. Completed forms are to be returned to the International Office either by post, email or fax. Please address your application to Becky Neep, Head of Learning, International Languages and Students.

3. Complete applications will be acknowledged and considered on receipt. Sometimes additional information may be requested. We aim to make a decision within 3 working days.

Completion of the above forms does not constitute acceptance into the College.

The College reserves the right to cancel the Offer of Place and refund fees paid (as per the 'no refund policy') in the event it ascertains any adverse comment from the previous schooling of the applicant, or any of the applicant's referees.

*To assist with making subject choices, please go to the Handbook available by post or online*

Alfriston College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>.