



December 2009 / January 2010

Dear Parent / Caregiver

We aim to make the transition from home to boarding as smooth as possible for the student as she adjusts to a different home and study environment. Consequently all prospective parents and students are interviewed by the Dean for Boarders and the Boarding Manager. The student's latest school report and a character reference are taken into consideration. A tour of the school and CJ House also takes place as part of the interview procedure. Please ensure that you have read the Boarding Information Booklet available in the Resources section of www.ncg.school.nz/boarding.

We appreciate your interest in boarding for your daughter and have limited vacancies in Term 1 2010.

Please follow the guidelines below if you wish to apply for boarding.

If you are interested in a place in boarding for Term 1, 2010 please note the following timescale:

- **Friday 22 January 2010:** the completed boarding application form together with the fee (see below), latest school report, character reference from a friend and a completed College's Enrolment & Options form should have been received by me. If you email the application please mark it as Priority. If you fax an application please mark it for my attention. The College's Enrolment form is available through our website (www.ncg.school.nz/informationcentre) in the Information Centre: please choose the correct year level. The Year 9 Subject Information brochure and Yr 10 - 13 Curriculum Handbook can also be viewed from the same page to enable you to choose subjects. Please also include a copy of the applicant's birth certificate or passport which provides proof of New Zealand residency. ***You will be contacted either by phone or email on Monday 25 January to acknowledge receipt and to advise of an interview time for Wednesday 27 January.***

If the applicant's family lives overseas they are responsible for ensuring that arrangements for travel and/or homestay are made for the times when Clarice Johnstone House is closed during school holidays. A contact name and address in this country must also be provided to ensure that there is somewhere for her to go if she is unable to remain in the boarding facility. Please provide these details when making a boarding application.

- **Wednesday 27 January:** interview with the Boarding Manager, Barbara Symons and Dean for Boarders, Anna Keogan and also a tour of the College and Clarice Johnstone House (approx 1½ hours). This is an opportunity for

you to see the facilities we offer, ensure you feel they are suitable for your daughter and for the boarding staff to discuss the application with you all. You will be advised at the time whether we are able to offer a place in Clarice Johnstone House and successful applicants will be given all the documentation required to be completed to ensure that we are able to look after for your daughter whilst she is in our care. As part of the Health Information we will request about your daughter, we require her immunisation record which needs to be provided by your health practitioner - please bring a signed copy with you. Arrangements will also be made for you to pay the Clarice Johnstone House Acceptance Fee of \$500 and an instalment of the boarding fee if you accept the offer. A copy of the Boarding Fees payment schedule is attached below.

- **Sunday 31 January:** New boarders and their parents are welcomed to Clarice Johnstone House between 2 pm and 5 pm and boarders commence a three day orientation period prior to school commencing on 3 February. The uniform shop is open on Sunday between 4 pm and 5 pm. Parents are invited to stay for tea to meet staff and other families.

We appreciate that this is a very short timescale in which to make such an important decision about the education and welfare of your daughter. It is anticipated though that this has been a considered decision by you to provide the opportunity for her to take advantage of all that Nelson College for Girls and Clarice Johnstone House can offer to further her learning and therefore you are all prepared for these changes.

If you are interested in a place in boarding for Term 2 2009 please note the following timescale:

- The completed boarding application form with the fee, latest school report, character reference from a friend and completed College's Enrolment & Options form (available on this website in the Information Centre along with the Curriculum Handbook) should be sent to me as soon as possible.
- Acknowledgement of your application will be made and you will be contacted to arrange for an interview to take place in March.

I look forward to hearing from you and to welcoming you and your family to Nelson College for Girls and Clarice Johnstone House in 2010.

Yours sincerely

Pauline Auchinvole

EXECUTIVE SECRETARY

Phone: 03 548 3104 Ext 856 or E-mail: [boarding @ncg.school.nz](mailto:boarding@ncg.school.nz)



BOARDING APPLICATION FORM

STUDENT DETAILS:

First Names: **Last Name:**

Date of Birth: **Preferred First Name:**

Country of Birth: **If the student is not born in New Zealand or is currently at school overseas, please provide proof of residency in New Zealand:** (ie NZ passport or residency visa in current passport - to be verified by a solicitor)

Attached: Yes / No School currently attending:

Requested Term of Entry: **Year of Entry:** 20...

Year Level at Entry: (please circle) **9 10 11 12 13**

If a sister attends Nelson College for Girls, what is her name?

CONTACT DETAILS:

First Name: **Last Name:**

Postal Address:

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Address (if different from postal):

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E-mail:

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Telephone Numbers:

Home: **Work:**

Relation to student: (please circle) **Mother / Father / Caregiver / Step**

Please advise if the student has, or had, any medical or mental health issues. Failure to disclose this information at any time could result in any offer being withdrawn:

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I make payment for applying to boarding as follows:

Please tick the relevant boxes:

\$30 for family resident in New Zealand

\$200 for family resident overseas with New Zealand residency

Continued on 2nd page

Please tick the relevant box for methods of payment of this fee:

- Cheque enclosed made payable to Nelson College for Girls
- Credit Card details given below
- Internet Banking (details below) - date payment made:

My Credit Card Details: Visa / MasterCard (please circle one)

Card Number:Expiry Date:

Card Name:

Signature:

Internet Banking Details

Name of Bank: ASB Bank, Nelson
Account Name: Nelson College for Girls
Account No: **12-3165-0046422-00**
Ref: Student's name - Boarding

For the purpose of the Privacy Act 1993, I hereby acknowledge:

- 1 The information set out in this form has been provided voluntarily
- 2 I had a choice as to whether to complete all parts of the form or not
- 3 The information is being collected by the Board of Trustees of Nelson College for Girls for the purpose of providing a database of information relating to the future education, guidance, monitoring and reporting of the student's progress and pastoral care.
- 4 The information collected may be used for a variety of statistical and research purposes, while ensuring that no individual can be identified
- 5 The information collected may be conveyed to the Old Girls' Association

Signed: **Date:**

Please return to:

Mrs Pauline Auchinvole, Nelson College for Girls, PO Box 842, Nelson 7040, New Zealand

Or fax 03 545 9601

Or Email: boarding@ncg.school.nz



BOARDING FEES 2009

Student's Name:

Boarding Fees for 2010 are \$9,450 per annum.

Please select under both **Boarding Fees** and **Monthly House Account Charges** your preferred method(s) of payment.

BOARDING FEES

I wish to pay the full amount of \$9,450.

OR

I wish to pay the annual fee in two instalments, the first being \$4,725 due now and the second instalment of \$4,725 by 20 June 2009

OR

I wish to pay the annual fee in **five** instalments of \$1,890.00 per month with the first instalment due now and the final by 20 June 2010.

Method of Payment:

Cheque

Electronic Banking

Credit Card

Automatic Payment

MONTHLY HOUSE ACCOUNT CHARGES

Method of Payment:

Cheque

Electronic Banking

Credit Card

Electronic Banking details:

Name of Bank: ASB Bank, Nelson
Account Name: Nelson College for Girls
Account No: 12-3165-0046422-00
Ref: Student's name

My Credit Card Details: Visa / MasterCard (please circle one)

Card Number: Expiry Date:

Card Name:

Name: (print).....

Signature: Date: