

# Application Procedure



## If you have decided to apply for a place at Otumoetai Intermediate School then:

1. Complete the Application for Tuition form in your information pack and send it with copies of your most recent reports to Otumoetai Intermediate School.
2. You must also send a registration fee of **NZ\$200.00** with your application form.
3. If your application is accepted, you will receive an invoice for the school's tuition fees. The full annual tuition fee is **NZ\$11500.00**. If you begin late in the year you will be invoiced on a pro rata basis.
4. When we receive the fees, we will send or fax the official receipt for your tuition fees and the official Offer of Place Form to you.
5. You must take the Offer of Place Form and the receipt for your fees to the nearest New Zealand Embassy or High Commission and you will be advised how to obtain a student visa.
6. When your application is accepted, we will arrange accommodation for you through the School's Accommodation Agent. You will be invoiced for accommodation and guardianship expenses by the School executive officer. The school will deposit your expenses in a student bank account which will be used to pay for your accommodation expenses and uniform.
7. Please let us know as soon as possible when you intend to arrive in New Zealand and details of your travel plans. The School's Accommodation Agent will meet you at the airport and bring you to Tauranga. This is included in the accommodation and Guardianship fees you will pay to the school.
8. If you do not arrive in New Zealand we will return the fees and all other payments less the NZ\$200.00 registration fee. The school will also return fees paid for accommodation and guardianship less the administration fee.

## If you need any further information, contact:

The Principal  
Otumoetai Intermediate School  
Charles St  
Tauranga

Telephone + 64 7 576 5105  
Fax + 64 7 576 3428  
Email [jstanley@otuinter.school.nz](mailto:jstanley@otuinter.school.nz)



