



# Otumoetai Intermediate School

## 2019 International Student 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 (non-refundable) with your application form.
3. If your application is accepted, you will receive an invoice for the school's tuition fees and an Offer of Place. If you begin later in the year you will be invoiced on a pro-rata basis.
4. When we receive the fees, we will send or email the official receipt for your fees.
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, if required, the school will arrange accommodation for you. You will be invoiced for accommodation and homestay expenses by the School Executive Officer. Insurance, uniform and airport transfer expenses are extra costs but can be arranged and included in your invoice if required.
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 can arrange airport transfers to Tauranga if required.
8. If you do not arrive in New Zealand we will refund the fees and all other payments less the registration and administration fees. The school will also return fees paid for homestay accommodation.

Please see attached our Schedule of Fees for international students.

**If you need any further information, contact:**

The Principal  
Otumoetai Intermediate School  
5 Charles St  
Tauranga 3110

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

