

## Short term International students' application Instructions:

1. Read our international students' booklet online about our curriculum
2. Check our **fee schedule** online: [Enrolment](#)
3. Read the **enrolment contract** carefully and seek legal advice if necessary
4. **Fill** the enrolment form with all students and parents details, check the link for forms: [Enrolment](#)
5. **Scan** enrolment form, passport copies, latest school report & email it to [helenh@greenbay.school.nz](mailto:helenh@greenbay.school.nz)
6. Your application will be responded to **within 48 hours**, relevant paperwork will be processed within two weeks (excluding weekends)
7. We **invoice admin fee first** upon receiving your application.
8. We issue an **offer of place** once the admin fee is received depending on our class numbers.
9. The payment for tuition fee is three weeks from the invoiced date. Your enrolment will be confirmed upon receiving the full tuition fee.
10. Parents arrange your own accommodation and travel insurance.

### 短期国际学生申请程序：

1. 在线阅读我们的国际学生手册，了解课程信息
2. 在线查看收费标准：点击[链接 Enrolment](#)
3. 仔细阅读入学合同，如不懂，可寻求法律咨询
4. 填写报名表，完整填写学生和家长的<sup>所有</sup>信息，表格链接：点击[Enrolment](#)
5. 扫描报名表、护照复印件、最近的学校成绩单，并发送至邮箱：[helenh@greenbay.school.nz](mailto:helenh@greenbay.school.nz)
6. 您的申请将在 48 小时内得到回复，学校 offer 将在两周内（不含周末）处理完成
7. 我们将在收到申请后先开具管理费账单
8. 在收到管理费后，我们会根据学校班级人数发出录取通知书
9. 学费需在发票日期后三周内缴清。在收到全部学费后，您的入学申请将得到确认。
10. 家长需自行安排住宿和旅游/国际学生保险。