# INTERNATIONAL STUDENT APPLICATION FORM AND ENROLMENT AGREEMENT SECONDARY SCHOOL



# **PART ONE:**

Student Details (Name must be as it appears on your passport)							
Family name:							
First name: Date				Date of birth:			
Preferred name:				Female Male			
Address: (In home country)							
First language:			Country of ci	itizenship:			
Passport number:			Expiry date:				
Intended start date:			Intended end	d date:			
Applying for year level:	7	8 🗌 9 🔲 10	□11	☐ 12 ☐ 13			
Father's Details: (Nam	ne must be as it appears	s on your passport)					
Title: Mr	Dr 🗌						
Family name:				Date of Birth:			
First name:							
Street Address							
Postal Address							
Home Phone:		Mobile:		Email:			
First language:			Country of citiz	zenship:			
Passport number:			Expiry date:				
Mother's Details: (Nan	ne must be as it appear	rs on your passport)					
Title: Mrs							
Family name:	Family name: Date of birth:						
First name:							
Street address:							
Postal address:							
Home phone:		Mobile:		Email:			
First language:	First language: Country of citizenship:						
Passport number:	Passport number: Expiry date:						



Emergency Contact (In	home country, other tha	an parents):			
Contact's name					
Mobile phone					
Home phone					
Email address					
Agent Information (If us	sing an agent)				
Agency name:					
Agent name:			1		
Agent email address:			Phone:		
Medical Information					
Name of doctor (in home	* *				
Phone number of doctor:					
Does the student have ar	ny history of previous illn	ness that may affect thei	r enrolment, inclu	uding mental i	illness?
☐ Yes ☐ No If 'Yes' please provide de	etails.				
Please tick the appropriate	te box if you suffer from	or have suffered from a	ny of the following	g medical co	nditions:
			Allergy to bee/was Epilepsy	sp stings	<ul><li>□ Migraines</li><li>□ Heart Condition</li></ul>
□ Tuberculosis □ AD			Food Allergies		□ Eating Disorder
<ul><li>Depression/Anxiety</li><li>Other: (Please describe)</li></ul>	)				
Does the student have ar	ny medical implants (suc	ch as metal implants) that	at may affect rece	eiving medica	Il treatment while in New Zealand?
☐ Yes ☐ No	, ,	. ,			
If 'Yes' please provide de	tails.				
Is the student currently or	n any medication?				
☐ Yes ☐ No If 'Yes' please provide de	etails.				
Places note: If you suffer f	irom conditions requiring n	nodication it is advisable t	o bring your own r	modication to N	NZ. You will be required to notify the school
regarding any medications th		nedication, it is advisable t	o bring your own n	neurcation to N	ve. Tou will be required to flothly the school
Is there anything further t	hat the school needs to	be aware of that may in	npact the suitabili	ity of the stud	ent as an international student?
☐ Yes ☐ No If 'Yes' please provide de	ataile				
ii 163 picase provide de	talis.				
Learning Information					
	ny loorning or behaviour	ral difficulties requires	wtro achool =::::=	ort or comits	02
Does the student have a		rai uniiculties requiring e	xua school supp	on or service	5!
☐ Yes ☐ No If 'Yes' please provide de	etails.				
,,					
General Details		T			
Has the student previous	sly applied for entry to the	ne school?	☐ Yes [	No	



If yes, when?								
Has the student ever had a family member or relative enrolled at the school?								
Name: Year attended:								
Has the student previously studied at any other NZ school?								
If yes, please state the name of the school:	If yes, please state the name of the school:  Dates:							
How many years has the student studied English? [ ] Months [ ] Years								
Do the student's parents speak or read English? Speak	☐ Yes ☐ No Read ☐ Yes ☐ No							
Has the student been convicted or brought before any Courts?								
☐ Yes ☐ No If 'Yes' please provide details.								
Accommodation Requirements								
	signated caregiver (relative or family friend) Live with parent							
Interests: Music Movies/TV Reading	Outdoor Activities Water Sports Travel							
Other interests:								
Does the student have any food allergies or special dietary requireme	nts?							
☐ Yes ☐ No If 'Yes' please provide details.								
Designated Caregiver Details (If staying with a relative or close family	y friend)							
Name of caregiver:								
Address (in NZ):								
Home phone:	Mobile:							
Email:								
Relationship to student:								
Insurance Details								
Do you wish to purchase insurance through the school?	es  No							
Is 'Yes', please select which provider you would prefer: Southern Cross Uni-Care Other: No preference:								
If you are providing your own insurance please provide the name of your insurer:								
Policy number:								
Insurance cover start date: / / Insurance cover expiry date: / /								
Please provide an English copy of the policy details with this application form.								
Subject Choices								
Subject	Year Level							
1.								
2.								
3								



4.	
5.	
6.	

**Please note:** Subject choices indicated in this application are an indication only. The school reserves the right to change subject availability at any time. Entry to some courses may require prior learning.



#### **PART TWO:**

THE TERMS AND CONDITIONS APPENDED TO THIS APPLICATION, FORM AND GOVERN THE STUDENT'S TUITION AT THE SCHOOL. BY SIGNING BELOW, THE STUDENT, THE SCHOOL AND THE PARENTS OR LEGAL GUARDIAN AGREE TO THOSE TERMS AND CONDITIONS. PLEASE ENSURE THE TERMS AND CONDITIONS ARE READ CAREFULLY.

#### **Terms and Conditions:**

 For the purposes of this Agreement the following terms shall have the following meanings:

**Accommodation** means the residential accommodation provided to the Student pursuant to the Accommodation Agreement.

**Accommodation Agreement** means the agreement between the Student, the School, the Parents or Legal Guardians, which governs the Student's accommodation arrangements.

Act means the Education Act 1989.

Agreement means this Agreement including any schedules.

**Application Form** means the standard enrolment form which forms the cover page of Agreement.

**Code** means the Education (Pastoral Care of International Students) Code of Practice 2016.

**Fee** means fees payable by the Parents or Legal Guardians to the School as per the Fee Schedule.

**Fee Schedule** means the schedule of fees for Tuition, Accommodation and miscellaneous charges.

Homestay has the meaning as set out in the Code.

**Parents or Legal Guardians** means the parents or legal guardians referred to in the annexed Application Form.

Residential Caregiver has the meaning as set out in the Code

**School** means the school referred to in the annexed Application Form.

**Student** means the student referred to in the annexed Application Form.

**Tuition** means the education of the Student at the School.

**Period of Study** means any period for which Fees are paid and for the purpose of this Agreement the enrolment of the Student begins on the course start date stated in the Student's offer of place and ends on the course end date stated in the Student's offer of place.

- The School shall provide Tuition to the Student in accordance with school policies, the Code, the Act and any other applicable laws, in return for the payment of the Fee.
- The Parents or Legal Guardians and Student agree that no changes to accommodation arrangements will be made whatsoever without the prior written agreement of the School.
- 4. The Parents or Legal Guardians and Student agree to comply with the immigration requirements as set out in the Immigration Act 2009, and any immigration conditions applicable to the Student's stay in New Zealand. The Parents or Legal

- Guardians and Student understand that the School has an obligation to report any breaches of the immigration requirements to the appropriate immigration authority.
- The Parents or Legal Guardians and the Student agree that this Agreement is subject to an Accommodation Agreement or Designated Caregiver Agreement being entered into by all relevant parties.
- The Fee must be paid to the School in advance of each Period of Study or as otherwise directed by the School. The Parents or Legal Guardians and the Student agree to comply with school policies regarding the payment of the Fee.
- If Tuition is terminated by the School during a Period of Study, in accordance with the Act and the Code, any refund of the Fee applicable to that Period of Study will be assessed in accordance with school policies.
- The Parents or Legal Guardians and the Student, who have signed this Agreement irrevocably appoint and authorise the principal of the School (or such other person as may be appointed by the School to carry out the principal's duties) to:
  - (a) Receive information from any person, authority, or corporate body concerning the Student including, but not limited to, medical, educational or welfare information;
  - (b) Provide consents that may be necessary to be given on the Student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the Parents or Legal Guardians.
- 9. The Parents or Legal Guardians irrevocably authorise the principal of the School to advise the Residential Caregiver (whether or not arranged through the school) of all matters and information required to be provided to the Parents or Legal Guardians and agree to appoint the Residential Caregiver in New Zealand to receive such information in substitution for the Parents or Legal Guardians.
- 10. The Parents or Legal Guardians agree to provide the School with academic, medical or other information relating to the wellbeing of the Student as may be requested from time to time by the School. If the Parents or Legal Guardians provide misleading information or fail to disclose information about the Student to the School, such that the School has to change or modify the level of Tuition or Accommodation required by the Student, the School may charge the Parent or Legal Guardians such fees as required to adequately compensate for such additional requirements.
- 11. The Parents or Legal Guardians agree that it is a condition of enrolment that the Student has current and comprehensive travel and medical insurance. If requested, the Parents or Legal Guardians will provide the School with evidence of the relevant insurance policy.
- The School shall at all times comply with the Health and Safety at Work Act 2015.



- Nothing in this Agreement limits any rights that the Parents, Legal Guardians or Student may have under the Consumer Guarantees Act 1993.
- 14. It is acknowledged that provisions in the Act relating to the suspension, expulsion or exclusion of students will apply to the Student while in New Zealand. Any decision to expel or exclude the Student shall terminate this Agreement and the School's refund policy will apply.
- 15. The Student will comply at all times with school policies, the Code and the Act, and the Parents or Legal Guardians shall work with the School to ensure such compliance.
- 16. No party to this Agreement is liable to the other for failing to meet its obligations under this Agreement to the extent that the failure was caused by an act of God or other circumstances beyond its reasonable control.
- 17. This Agreement shall be construed and take effect in accordance with the non-exclusive laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this Agreement the Parents or Legal Guardians irrevocably:
  - Submit to the non-exclusive jurisdiction of the Courts of New Zealand; and
  - (b) Agree that proceedings may be brought before any Court including any forum constituted under the Arbitration Act 1908 within New Zealand, and waive any objection to proceedings in any such Court or forum on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.
- 18. Notices given under this Agreement must be in writing and given to the addresses set out in the Application Form. Those notices sent by post will be deemed to have been received ten (10) days after posting. The Parties also agree that email correspondence is a suitable means of communication and emails will be deemed to have been received when acknowledged by the party or by return email.
- 19. This Agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements. The terms of the Agreement may be changed by the School in consultation with the Student, and Parents or Legal Guardians, except where such change is required by New Zealand legislation or the Code. This Agreement shall continue in force during the Year of Study with the School.
- 20. The Parents or Legal Guardians and Student acknowledge that:
  - (a) The School may obtain at any time from any person or entity any information it requires to process and/or accept the Student for admission to the School or to perform or complete any of the other purposes under this Agreement. The Parents or Legal Guardians and the Student authorise any such person to release to the School any personal information that person holds concerning the Student and/or Parents or Legal Guardians.
  - (b) If the Student and/or Parents or Legal Guardians fail to provide any information requested in relation the Students admission to the School, the School may be unable to process the Student's application.

- (c) This Agreement is conditional at all times on the Student having accommodation in New Zealand which complies with the Code. If this condition is unable to remain fulfilled, than this Agreement will be at an end.
- (d) Personal information of the Student and/or Parents or Legal Guardians collected or held by the School is provided and may be held, used and disclosed to enable the School to process the Student's eligibility to receive Tuition at the School and Accommodation.

- (e) All personal information provided to the School is collected and will be held by the School.
- (f) The Student and Parents or Legal Guardians have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the School concerning them.
- (g) Under the Privacy Act 1993, any information collected may be provided to education authorities.
- (h) Information relating to the education, health, welfare or safety of the Student, may be released to relevant parties outside the School, at the discretion of the School.
- 21. Photographs and videos of the Student may be used for the Student's records and in any publicity material for the School.
- 22. The School's responsibility for the Student ends on the last day of the Period of Study, or in the event that the Student's Tuition is terminated, on the date of termination.
- 23. The conditions in this Agreement apply for the whole time the Student is enrolled at the School during a Period of Study. The Agreement may be renewed on application to the School in writing. Renewal of this Agreement is at the sole and absolute discretion of the School and is subject to satisfactory performance and attendance by the Student, the issue of an offer of place for a further Period of Study and the payment of Fees
- 24. Without limiting any obligations set out in school policies, the Parents or Legal Guardians and Student agree that the Student:
  - (a) Must comply with school policies;
  - (b) Must comply with all terms of the Accommodation Agreement; and
  - (c) Must maintain an up-to-date visa as stipulated by Immigration New Zealand.



- 25. The parties acknowledge that prior to signing this Agreement, they have had the opportunity to seek independent legal advice in respect of its content and effect.
- 26. This Agreement may be executed in one or more counterparts, each of which when so executed and all of which together shall constitute one and the same Agreement. Delivery of executed counterparts may be delivered by email or facsimile transmission.
- The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the School Policies.





# PARENTS/LEGAL GUARDIANS AND STUDENTS' DECLARATION AND AUTHORISATION

We declare that the information contained in this application is true and complete. We understand that any false or incomplete information submitted in support of this application may invalidate this application and may result in the withdrawal of an offer of enrolment. We agree that we have received sufficient information to make an informed decision about enrolment at the School.

# **EXECUTION**

Parents/Legal Guardians

By signing below, bound by it in all re		ole) confirm that they have read the Agreement and	agree to be
Name(s):			
Signature(s):			
Date:			
School			
	the authorised signatory of the School confir School will be bound by the Agreement in all	rms that they are authorised to sign on behalf of the respects:	School, and
Name:			
Signature:			
Date:			
Student			
	the Student confirms he/she has read and und (to the extent applicable) the Agreement:	nderstood the Agreement and agrees to abide by the	ne Code,
Name:			
Signature:			

# **PART THREE:**

Date:



# INTERNATIONAL STUDENT ACCOMMODATION AGREEMENT

(When placing a student in a School Approved Homestay)

#### **Terms and Conditions:**

 For the purposes of this Agreement the following terms shall have the following meanings:

**Accommodation** means the residential accommodation provided to the Student pursuant to this Agreement.

**Accommodation Requirements** means the rules and requirements of the Accommodation as set out in Schedule One.

**Agreement** means this Accommodation Agreement between the Student, School, and Parents which governs the Student's Accommodation arrangements.

**Application Form** means the standard enrolment application form.

**Code** means the Education (Pastoral Care of International Students) Code of Practice 2016 as updated from time to time and available online at www.legislation.govt.nz under Education (Pastoral Care of International Students) Code of Practice 2016.

**Enrolment Agreement** means the agreement between the Student, the School and the Parents which governs the Student's Tuition.

Homestay has the meaning as set out in the Code.

**Parents** means the Mother and Father referred to in the Application Form.

**Residential Caregiver** means the person responsible for the Student at the Accommodation.

**Residential Caregiver Agreement** means an agreement between the School and the Residential Caregiver.

**School** means the school referred to in the Application Form.

**Student** means the International Student residing at the Accommodation as referred to in the Application Form.

**Tuition** means the education of the Student at the School.

- The School is a signatory to and complies with the Code. Every international student is required to reside at an Accommodation approved by the School using the process set out in the Code.
- 3. The Parents and Student agree to adhere to the following terms and conditions of the Accommodation:

- (a) The School agrees that all information regarding the Residential Caregiver, the Parents and the Student relating to the Accommodation will be kept confidential, except disclosure:
- (i) To the Student, the Parents or Residential Caregiver (as the case may be);
- (ii) To any professional consultant or such person where it is in the interests of the Student to provide the information;
- (iii) Pursuant to any statutory or other legal duty.
- (b) The Parents confirm that they have read and understood the School's refund policy. If the Parents provide misleading information or fail to disclose information about the Student the School may (in its sole discretion):
- Charge the Parent such fees as required to adequately compensate for additional requirements due to the lack of disclosure; or
- (ii) Terminate this Agreement.
- (c) The Parents agree that if behaviours or conditions of the Student emerge after placement with a Residential Caregiver such that the Residential Caregiver is unable to provide the level of accommodation or care required for the safety and wellbeing of the Student, the School may terminate this Agreement.
- (d) The Parents or the Student have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the School concerning them in relation to the Student's placement with a Residential Caregiver.
- (e) Under the Privacy Act 1993, any information collected may be provided to education authorities.
- (f) These terms and conditions may be varied by the School (acting reasonably) upon reasonable notification from time to time and will continue to apply until notified otherwise.
- 4. The initial appointment and ongoing engagement of the Residential Caregiver is subject at all times to:
  - (a) the Residential Caregiver and the School entering into a Residential Caregiver Agreement; and



- (b) the School's usual requirements and policies in relation to the Accommodation.
- 5. The School will ensure that to the best of its ability:
  - (a) The Accommodation provides a safe, positive and healthy environment for the Student and complies with the Code;
  - (b) The Residential Caregiver's appointment has not involved any form of gift (financial or otherwise) to or from a third party;
  - (c) The appointment of the Residential Caregiver does not represent any actual or perceived conflict of interest, and that any possible conflict of interest has been notified to the School;
  - (d) The Residential Caregiver will take all reasonable steps to ensure the Student's compliance with New Zealand laws (including, where appropriate, informing the Student of such laws), and will immediately report any possible legal breach to the School; and
  - (e) The Student only engages in lawful, responsible and positive recreational activities outside of School.
- The School may take such measures as it considers appropriate (acting reasonably) to monitor compliance with the Code. This may include, without limitation, regular check-ins with both the Student and the Residential Caregiver.

#### **Expectations**

- The Student will comply at all times with the Accommodation Requirements and the Parents shall work with the School to ensure such compliance.
- 8. In the event that the Student is removed from a Residential Caregiver for any reason, the School will take all reasonable steps to source, over a reasonable period of time (as determined by the School in its absolute discretion), appropriate alternative approved Accommodation for the Student.

#### Fees

 The Parents must pay all accommodation fees to the School in accordance with the School's fee schedule.

## **Termination**

- 10. The School reserves the right to terminate this Agreement if the Student is in breach of the Accommodation Requirements.
- 11. Where this Agreement is terminated, fees may be refunded in accordance with School Policies.

#### General

- 12. This Agreement shall be construed and take effect in accordance with the non-exclusive laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this Agreement, the Parents irrevocably:
  - (a) submit to the non-exclusive jurisdiction of the Courts of New Zealand; and
  - (b) agree that proceedings may be brought before any Court including any forum constituted under the Arbitration Act 1908 within New Zealand, and waive any objection to proceedings in any such Court or forum on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.
- 13. Notices given under this Agreement must be in writing and given to the addresses set out in the Application Form. Those sent by post will be deemed to have been received ten (10) days after posting. The Parties agree that email correspondence is a suitable means of communication and emails will be deemed to have been received when acknowledged by the party or by return email.
- 14. This Agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements.
- 15. The parties acknowledge that prior to signing this Agreement, they have had the opportunity to seek independent legal advice in respect of its content and effect.

## **Disputes**

16. The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the School Policies.

#### Execution

17. This Agreement may be executed in one or more counterparts, each of which when so executed and all of which together shall constitute one and the same Agreement. Delivery of executed counterparts may be delivered by email or facsimile transmission.



## **Schedule One**

(Accommodation Requirements)

# While living with a School approved Homestay, the Student agrees:

- To comply with all laws of New Zealand including those relating to the consumption of alcohol, cigarettes and illegal substances
- 2. To not engage in any social or leisure activities that may place them in undue danger or risk of harm
- To obtain written permission from Parents and the School prior to obtaining any tattoo, piercing or other bodily embellishments
- 4. To not drive a motor vehicle except for the purposes of gaining a valid New Zealand driving license under the guidance of a licensed driving instructor
- 5. To comply with all Homestay rules, expectations and curfews set by the School and Homestay parents
- 6. To not use or apply hair dyes or smoke cigarettes or engage in any other activity that may cause damage to the home or property at the Homestay
- 7. To keep the Homestay parents informed of their whereabouts at all times
- 8. To not travel outside the local area of the School without prior written permission of the School
- 9. To respect the privacy, values and property of the Homestay

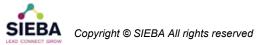
#### **Execution**

**Parents** 

By signing below, the Parents confirm that they have read the	Agreement and agree to be bound by it in all respects:
Name(s):	-
Signature(s):	
Signature(s):	
Date:	
<b>School</b> By signing below, the authorised signatory of the School conconfirms that the School will be bound by the Agreement in all	firms that they are authorised to sign on behalf of the School, and respects:
Name:	
Signature:	
Date:	
Student By signing below, the Student confirms he/she has read and School Policies and (to the extent applicable) the Agreement:	understood the Agreement and agrees to abide by the Code, the
Name:	
Signature:	



Date:									
INTERNATIO	NAL	STUDEN	T HOMI	ESTAY	/ PLACEMEN	IT FO	RM		
Please fill in the your answers.	next	2 pages ON	LY if you	want us	s to find you a h	omest	ay. Your parents mo	ay be able	to help with
Please put a tick	in th	e boxes that	you thinl	k most c	lescribe your per	rsonali	ty:		
Outgoing		Mature			Optimistic		Untidy		
Independent		Patient			Sensitive		Responsible		
Adaptable		Shy			Formal		Quick-tempere	ed 🔲	
Quiet		Active			Neat		Humorous		
Interests and F									
Please put a tick	in the	e boxes of tl	ne activiti	es you e	enjoy: I				
Swimming		Snowbo	ard/ski		Water Skiing		Fishing		
Soccer		Surfing			Hiking		Golf		
Volleyball		Sailing			Cycling		Horse Riding		
Track & Field		Badmin	ton		Basketball		Martial Arts		
Gymnastics		Ice Hoc	key		Softball		Squash		
Rugby		Tennis			Field Hockey		Baseball		
Other Sports (Ple	ease s	state):							
<u>Arts</u>									
Drama			Painting			Mov	ries/theatre		
Cooking			Drawing			Goin	Going to concerts		
Visiting Museum	ıs		Listening to Music			Dance			
Other (please state):									
Other Interests:									
Cooking		Chess		Playing	g Indoor Games		Watching Sports		



Gardening	Playing Cards	Travel	Sewing				
Reading	Watching TV	Social Dancing	Computer Games				
		<u> </u>	<u> </u>				
Food							
Do you have any food	d_allergies? Ye	s No D		<del>-</del>			
		<u> </u>					
<u>If yes, please explain</u>	<u>:</u>			_			
				_			
Are you a vegetarian	or have diet restrictio	ns due to your religion?Yes_	No 🔲				
If ves, please explain	:						
				_			
Are there any feeds	vou can't /won't eat?			_			
Are there any loods y	<u>/ou can t /won t eatr</u>			-			
General Information				-			
Please answer the qu	lestions below						
What time do your p	arents expect you to b	e home in the evenings?					
<u>Weekdays -</u>	<u>W</u>	/eek-ends-		_			
Do you have religious	s affiliation Y	es No No					
If yes, please state:							
Would you attend church with your host family?							
Would you feel comfortable in a home with young children?							
Would you like someone close to your own age in the host family?							
Do you like pets?							
List any pets that you	u have at your home:_						
<del></del>	<del></del>						
<b>Letter to Prospective</b>	Host Family						

(ONLY students who will be staying with a Riccarton High School host family should write this).

Please use this page to write a "Dear Family" letter. You might like to write about your family, hobbies, friends and home and school life and why you want to come to New Zealand. You can use extra paper if you wish.



Subject Inforn	nation					
	•	n consultation with you rest you. Please <b>circle</b> up		you arrive at so	chool but ple	ase give us an
Maths	Science	English Language	History	Physical Educa	tion Mu	sic
Art	Geography	Languages	Cultura	al Studies	Cooking	Textiles
Hard Materials	Comp	uter technology	Drama	Business	Graphic Des	sign

In some cases it is not possible to gain entry to your first choices of subjects as classes may be full – particularly if you arrive mid-year. However, we will do our best to ensure you have a course which is suitable to you and your



All subject placements are at the discretion of the school.

level of achievement.