

ST MARY'S CATHOLIC SCHOOL PAPAKURA

Together We Learn, We Pray, We Serve



Me Whakakotahi, Kia Maarama, Kia Pono, Ki Te Karakia

International Students - Application Checklist

Processed By

.....

On behalf of

St Mary's Catholic School Board of Trustees

PART I

Designated Caregiver Responsibilities

A. Home-Stay Visits

A home visit to the designated caregiver will be carried out as part of the initial assessment prior to the student being enrolled in the school. A further visit to ensure the student is settled will take place once or twice per year as part of the reporting to parent process. The school reserves the right to make other visits as deemed appropriate.

B. Minimum Requirements

The home should be a typical New Zealand dwelling that is clean, secure and warm. Minimum requirements are:

- Private bedroom for the international student
- A standard bed with linen and blankets or duvet
- Wardrobe and chest of drawers and other appropriate bedroom furniture
- Study desk and chair with adequate lighting
- Good nutritious meals including provisions for school lunches
- Heating
- Clean and available laundry, bathroom and toilet facilities
- Provisions for emergency situations (e.g. smoke alarms, first aid kit)
- Access to a telephone

PART 2

Verification/Legal Requirements

A. Police Vetting

All designated caregivers will be subject to Police Vetting of all members of the household over the age of 18 years.

B. Documents Required

- A copy of student's latest school report, if applicable (photocopies only).
- A copy of information from your passport which verifies the issuing of a Student Visa and which shows date of birth.
- Applicants may include any additional information that they believe may assist the Board of Trustees in making a decision on their application (photocopies only).

C. Circumstances Tuition May Be Terminated

- Failure to comply with school rules as outlined in the enrolment agreement.
- Frequent or unexplained absences once reported to the NZ Immigration Service may result in tuition being terminated.
- Gross misconduct.
- St Mary's Catholic School Board of Trustees reserves the right to withdraw tuition should it see false or misleading information upon enrolment.
- If a student's special needs become apparent, and the student's parent/caregiver does not meet the necessary costs incurred.
- Violation of the school's values and expectations in relation to its special character as outlined in the school's charter.

D. Processing Applications

..... has been employed on behalf of the St Mary's Catholic School Board of Trustees to deal with all issues relating to the enrolment of International Students.

All initial enquiries regarding the placement of International Students to St Mary's Catholic School will be made directly to the Principal of St Mary's Catholic School who will be given the relevant documents required for processing. At this point the Principal will meet with the above-mentioned person to confirm documentation before offering a placement for the particular student.