

ST MARY'S CATHOLIC SCHOOL PAPAKURA



Together We Learn, We Pray, We Serve



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

INTERNATIONAL STUDENT ENROLMENT FORM

A. Student Details

Student		Official First Name(s)	
Called First Name		Gender (Male / Female)	
Birth Date (dd/mm/yy)		Country of Origin	

Living in NZ with (name)		Relationship to Child	
Student's Address in NZ			
Home Phone Number		Mobile Number	
Emergency Contact		Emergency Phone Number	

Enrolled by (Name)		Relationship to Child	
Address if different to above			
Phone Number		Mobile Number	

Passport Number		Passport Expiry Date	
Student Permit Number		Student Visa Number	
Date of Entry to NZ		First Language	

Accommodation: Designated Caregiver Homestay Parent

B. International Contact Details

Mother's Name		Father's Name	
Mother's Mobile Number		Father's Mobile Number	
International Address			
Home Phone Number		Fax	
Email Address			
Emergency Contact Number in Native Country		Language (spoken at home)	

C. Other Student Details (please provide details of medical conditions in an attached letter)

Speech		Allergies	
Sight		Medication	
Hearing		Other Relevant Details	

School Principal Signature: *Date:*

FOR OFFICIAL USE ONLY			
Enrolment Accepted <input type="checkbox"/>			
Date Started at our School:	Year Level:	Room No:	House:
Enrolment No:	NSN No:	Local SMS No:	
	eTAP <input type="checkbox"/>	ENROL <input type="checkbox"/>	e-asTTle <input type="checkbox"/>

D. Medical and Travel Insurance

All International Students must have appropriate and current medical and travel insurance from their departure from their native country to the date of return.

E. Acceptance of Terms

By signing below, you acknowledge and accept the terms and conditions detailed below:

- I agree to abide by the rules and policies of the school at all times.
- I have read, understood and signed the tuition agreement which shall apply if my application is successful.
- The above-mentioned child will participate in the general school programme that gives St Mary’s Catholic School its special character.
- As parents / caregivers we will support all St Mary’s Catholic School policies and procedures.
- That should you obtain residency or a work permit, the enrolment period is valid up to and including the last date of International Students fees paid. At that point you would need to re-apply and acceptance will be dependent on placements available at the time of your application.

Offers of course placement will be decided by the Principal. Should your application be successful, you will receive a letter of offer (“offer of place”). You will need to make payment of fees to secure the place. If you accept the offer of place, then this application for tuition and the attached tuition agreement shall be the terms and conditions of agreement by which tuition shall be provided to the student. A parent or legal guardian must sign the terms. The parent or legal guardian shall be bound by these terms and conditions.

<p>Additional Information</p> <p>Please list the names of family members likely to be attending St Mary’s Catholic School in the future.</p> <p>..... Date of Birth</p> <p>..... Date of Birth</p> <p>..... Date of Birth</p>
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F. Application Checklist

(Tick)

Copy of Passport (Title Page and Student Permit / Visa if applicable)	Attached	
A signed statement from parents giving permission for enrolment at St Mary’s Catholic School	Attached	
Signed ‘Refund Policy ‘Document’	Attached	
Passport sized photograph of student	Attached	
Copy of student’s latest school report translated in English	Attached	
Verification of Travel / Medical Insurance	Attached	
Legal Guardian / Designed Caregiver document	Attached	

<p>In terms of the Privacy Act, I understand that the information on this form is collected to form part of the essential information the school holds on my child. The records made from this information may be viewed on request at the school. I approve the forwarding of information when my child transfers to another school. I further approve the forwarding of my child’s name and address on request to a potential intermediate or secondary school.</p>	<p>I understand that the school will take action on my behalf in case of sudden illness or injury, and I agree to abide by school policies.</p>
<p><i>Signature of Parent / Caregiver:</i></p>	<p><i>Date:</i></p>

Tuition Agreement

This Agreement is between the School and the Student and it shall be signed on behalf of the International Student by a Parent or Legal Guardian of the Student.

"The School"	St Mary's Catholic School, Papakura
"The Student"	

1. The School shall provide tuition to the Student in accordance with the New Zealand Ministry of Education Code of Practice and the laws of New Zealand in return for a fee per semester.
2. The Student shall comply with the rules and policies of the School and with the reasonable instructions from the teachers of the School.
3. The parents or guardians of the Student ("The Parents") authorise the staff of the School to provide consents for school activities, travel outside the school and medical emergency where it is not reasonably practical to contact a Parent.
4. The Parents authorise the staff of the School to relocate the child to alternative accommodation if their safety or well-being is in any way compromised and where it is not reasonably practical or possible to contact the Parents.
5. The Parents agree to provide the School with academic, medical or other information related to the well-being of the Student.
6. The parents give permission for any previous education provider to be contacted.
7. The School shall agree to use its best endeavours to ensure safety, health and well-being of the International Student. The School shall have no responsibility for the Student outside of school hours.
8. Under the Privacy Act, I understand that all personal information provided to the School is collected and will be held by the School.
9. It is acknowledged that all relevant provisions of the Education Act 1989 shall apply to the International Students in New Zealand. Any decision under these provisions to expel or suspend the Student for a specified period shall terminate this Agreement and the Refund Policy shall apply. The Parents shall have no claim in damages or for any compensation if this Agreement is terminated in these circumstances.
10. The School must be notified of any changes to accommodation or International Student status.
11. Either party may terminate this Agreement at any time upon two weeks written notice being given to the other party. If the Agreement is terminated, the Refund Policy for International Students as outlined in the Refund Policy shall apply.
12. Neither party 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 any other circumstances beyond its reasonable control. The Refund Policy will apply.
13. This Agreement shall be construed and take effect as a contract made in New Zealand and will be governed by New Zealand law, and the Student and Parents submit to the exclusion jurisdiction of the New Zealand courts.
14. Notices given under this Agreement must be in writing and given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received five working days after posting.
15. This Agreement contains all terms, representations and warranties made between the parties and supersede all prior discussions and agreements covering the subject matter of this Agreement.
16. If the Student / Parents fail to provide any information requested in the application for tuition, the School may be unable to process the application.
17. The Student / Parents 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.

Parent / Guardian Signature:

Name of Parent / Guardian:

Refund Policy for Foreign Students

This refund policy is based on Section 4B(7) of the Education Amendment (No. 4) Act 1991.

“Where at any time a foreign student withdraws from a subject, course or programme at a State School, the Board may refund to the person who paid the fees (in respect of the student’s enrolment in the subject, course or programme) the amount of fees referred in subsection (1) of this section (or the sum of any instalments paid in respect of those fees) any amount it thinks appropriate not exceeding the extent (if any) by which the amount paid exceeds the sum of the following amounts:

- (A)** The Board’s best estimate of the cost to the School of providing tuition in the subject, course or programme for one Student up to that time;
- (B)** An amount that in the Board’s opinion reflects the use made by one Student receiving tuition in the subject, course or programme of the School’s capital facilities;
- (C)** The appropriate proportion of the amount (if any) prescribed under Section 4D of this Act for a Student receiving tuition at a State School in the subject, course or programme;
- (D)** The appropriate proportion of the amounts paid by the Board in respect to foreign students;
- (E)** All other fees prescribed by the Board”.

In order to be eligible for any refund, the Student must apply in writing to the Board of Trustees, setting out the special circumstances of the claim. In arriving at their decision, the Board of Trustees will take into consideration the special circumstances of the withdrawing student, and:

Costs already incurred by the Board of Trustees, the salaries of the teachers and support staff and any other components of the fee already committed for the duration of the course, an amount which covers the use of the facilities and resources to the date of withdrawal, any refund of the foreign student’s fee from the government.

Refund Policy Explanation – School Fees

1. If you change your mind before coming to New Zealand, your full fees will be refunded less an administration fee of NZ \$1,000.00.
2. If you wish to withdraw after arriving in New Zealand, no refund will be given, except in the case of: Return home because of the student’s serious illness or return home because of death or serious illness of a close member of the student’s family. In these cases, under New Zealand law, St. Mary’s Catholic School must retain amounts to cover costs already incurred. The balance of fees received may be refunded. Medical evidence (i.e. a certified Doctor’s Medical Certificate, in English) must be provided.
3. **No refunds** will be made to students who are asked to leave St Mary’s Catholic School because of misbehaviour or poor attendance.
4. **No refunds** will be made to students who wish to transfer to another educational institution for whatever reason.
5. **No refunds** will be made to students who return home for any reason other than those mentioned above in Section 2.
6. **No refunds** will be made where students acquire permanent residency or their parents obtain a work permit after having enrolled at the School.

Execution

By signing below, I acknowledge that I have read and fully understand the terms and conditions set out in the **St Mary’s Catholic School Refund Policy**.

Signature of Parent / Legal Guardian:	
Name of Parent / Legal Guardian:	
Address of Parent / Legal Guardian:	
Date:	