



# WHANGANUI HIGH SCHOOL

WHANGANUI HIGH SCHOOL  
 PO Box 4022  
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 NEW ZEALAND

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[www.whanganuihigh.school.nz](http://www.whanganuihigh.school.nz)  
[director.int@whanganuihigh.school.nz](mailto:director.int@whanganuihigh.school.nz)

## INTERNATIONAL STUDENT APPLICATION FORM

*Note: It is important that you include all relevant information about the student in your application. This information is used to ensure that the student is supported properly upon arrival and to match them with suitable homestays, teachers and courses. Where information is included relating to health issues or learning needs, disclosure of this information will not automatically disqualify the Student from Enrolment. However, failure to disclose information or providing misleading information may result in the withdrawal of an Offer of Place or termination of a Contract of Enrolment.*

<b>STUDENT INFORMATION</b> (Name must be as it appears on your passport)	
Family name:	Date of birth:
Given/personal names:	Age in years:
Preferred name: (the name you want to use at school)	<input type="checkbox"/> Female <input type="checkbox"/> Male
Email:	
Address: (In home country)	
Passport number:	Expiry date:
First language:	Country of citizenship:
Other languages spoken:	
Present School:	
When do you expect to arrive at Whanganui High School? <i>(The school runs an orientation programme at the beginning of each term, and expects all students to start at that time.)</i>	
How long do you expect to study at Whanganui High School?	
How did you hear about Whanganui High School?	

<b>Parent One or Legal Guardian:</b> (Name must be as it appears on your passport)	
<b>NOTE: It is requirement of New Zealand regulations that schools must maintain effective communication with parents and legal guardians. To comply with the requirements, contact information provided in this section MUST be the contact information for the parents or legal guardian</b>	
Title:      Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/>	
Family name:	Date of Birth:
Given/personal names:	
Street Address	
Postal Address	
Home phone:	Mobile phone:
Email:	
First language:	Country of citizenship:
Passport number:	Expiry date:

<b>Parent Two or Legal Guardian:</b> (Name must be as it appears on your passport)	
<i><b>NOTE: It is requirement of New Zealand regulations that schools must maintain effective communication with parents and legal guardians. To comply with the requirements, contact information provided in this section MUST be the contact information for the parents or legal guardian.</b></i>	
Title: Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/>	
Family name:	Date of birth:
Given/personal names:	
Street address:	
Postal address:	
Home phone:	Mobile phone:
Email:	
First language:	Country of citizenship:
Passport number:	Expiry date:

<b>Emergency Contact</b> (In home country, other than parents):	
Contact's name:	
Relationship to the student:	
Mobile phone:	
Home phone:	
Email address:	

<b>Agent Information (If using an agent)</b>	
Agency name:	
Agent name:	
Agency address:	
Agent email address:	Phone:

<b>Designated Caregiver Details</b> (If staying with a relative or close family friend while at Whanganui High School)	
Name of caregiver:	
Address (in NZ):	
Home phone:	Mobile:
Email:	
Relationship to student:	

<b>General Details</b>	
Has the student previously applied for entry to Whanganui High School? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, when?	
Has the student ever had a family member or relative enrolled at the school? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name:	Year attended:
Has the student previously studied at any other NZ school? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please state the name of the school:	
Dates:	
How many years has the student studied English? [ ] Years [ ] Months	
Do the student's parents speak or read English? <b>SPEAK</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>READ</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the student been convicted or been the subject of any matter before any Court?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If 'Yes' please provide details (attach additional pages if required):	

## MEDICAL INFORMATION

Please answer the following questions so that we have a record of any health concerns. If you have a medical problem we will supply this information to New Zealand doctors if required. Relevant health information is also given to the students' homestay parents. Failure to disclose any pre-existing medical condition may lead to termination of contract.

Name of student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of doctor (in home country): \_\_\_\_\_

Phone number of doctor: \_\_\_\_\_

Please tick ✓ if the student has been immunised against:

Tuberculosis       Hepatitis B       Tetanus       Measles       Rubella

Does the student have any history of previous illness that may affect their enrolment, including mental illness?

Yes       No

If 'Yes' please provide details (attach additional pages if required. You may be asked to provide a medical report.):

Please tick ✓ the appropriate box if you suffer from, or have suffered from, any of the following medical conditions:

Asthma       Back/Neck problems       Glandular Fever       Allergy to bee/wasp stings       Migraines  
 HIV or Aids       Diabetes       Hepatitis A, B or C       Epilepsy       Heart Condition  
 Tuberculosis       ADD or ADHD       Allergies       Food Allergies       Eating Disorder  
 Depression/Anxiety  
 Other: (Please describe. You may be asked to provide a medical report.):

Does the student have any medical implants (such as metal implants) that may affect receiving medical treatment while in New Zealand?

Yes       No

If 'Yes' please provide details (attach additional pages if required. You may be asked to provide a medical report.):

Is the student currently on any medication?

Yes       No

If 'Yes' please provide details (attach additional pages if required):

**Please note: If you suffer from conditions requiring medication, it is advisable to bring your own medication to NZ. You will be required to notify the school regarding any medications that you bring with you.**

Is the student allergic to any medications?

Yes       No

If 'Yes' please provide details (attach additional pages if required):

Do you consent to the school providing over-the-counter medication (such as acetaminophen, paracetamol or ibuprofen)?

Yes       No

If 'No,' please specify what medications you do not want the Student to receive:

Does the student have problems with either of the following?

Ears/hearing       Eyesight/Vision (excluding glasses)

If 'Yes' please provide details (attach additional pages if required):

Does the student have any other medical problems that the school needs to be aware of in enrolling and supporting the health of the student?

Yes       No

If 'Yes' please provide details (attach additional pages if required):

## INSURANCE

All international students at the school are required to have current, comprehensive travel and medical insurance. Whanganui High School insures international students through Unicare (<http://www.uni-care.org/inbound.html>). Do you wish to purchase insurance through the school?

Yes       No

If 'No,' please provide the school with a copy in **English** of your own medical and personal insurance policy details, once purchased.

## ACCOMMODATION INFORMATION

International students not living with a parent or designated caregiver are placed with a local family and become a family member for the duration of their stay with us. This gives the security of a family for support, and greater exposure to the English language. Each student will have their own room. We visit and assess homestays to ensure they are suitable for students. All homestay parents are also checked by the police, as is required under New Zealand law. To help us select a suitable homestay for you, please supply us with the following details. A copy of the next two pages is given to the homestay parents.

Accommodation choice:  Homestay  Designated caregiver (relative or family friend)  Live with parent

If you ticked homestay, please answer the following questions:

Name of student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Name the student prefers to be called by: \_\_\_\_\_  Female  Male

Father's name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Mother's name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Parents' email address: \_\_\_\_\_

Can your parents read an email in English?  Yes  No

Student's email address: \_\_\_\_\_

Details of brothers and sisters: \_\_\_\_\_

Religion: \_\_\_\_\_

Any special requirements of your religion: \_\_\_\_\_

Please attach or  
enclose a recent  
passport size photo of  
the student

## FOOD

Does the student have any food allergies or special dietary requirements?

Yes  No

If 'Yes' please provide details (attach additional pages if required):

Please tick ✓ foods you like and cross ✗ foods you do not like.

Chicken	Lamb	Salad
Fish / Shellfish	Tomatoes	Rice
Pork	Cooked Vegetables	Noodles
Beef	Fruit	Bread

List any other special foods that you do not eat:

Can you cook? If so, what kind of food do you like to cook?

## HEALTH

Do you have any illness or allergies? Please list:

Do you take any regular medication? Please list.

Have you ever been admitted to hospital? If so, what for?

## INTERESTS

Tick activities you like to do:

Listening to Music  Movies/TV  Reading  Studying  Computer / Internet  Shopping  Travel

Other interests or hobbies:

<b>SPORTS</b>				
Tick sports you enjoy doing:				
<input type="checkbox"/> Walking, hiking <input type="checkbox"/> Basketball <input type="checkbox"/> Soccer/Football <input type="checkbox"/> Skiing <input type="checkbox"/> Karate / judo <input type="checkbox"/> Badminton <input type="checkbox"/> Tennis				
Other sports you like:				
<b>OTHER</b>				
What musical instrument do you play (if any)?				
Do you (the student) smoke cigarettes? (Most NZ homestays are smoke free.) <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you (the student) ever been in trouble with the police? <input type="checkbox"/> Yes <input type="checkbox"/> No    Give details:				
Do you like pets / animals? <input type="checkbox"/> Yes <input type="checkbox"/> No Please tick ✓ animals you like and cross ✗ animals you do not like. Write <b>A</b> beside the animal if you are allergic to it.				
<input type="checkbox"/> Birds <input type="checkbox"/> Dogs <input type="checkbox"/> Cats <input type="checkbox"/> Other (state)				
<b>TYPE OF HOMESTAY</b>				
What kind of homestay do you want? Tick ✓ homes you like and cross out ✗ homes you would not like. You may select more than one.				
Homestay with mature lady, no children at home	Homestay with mother and child but no homestay father	Homestay with father and child but no homestay mother	Homestay with no other children	Homestay with young children
Homestay with teenagers	Homestay with another international student (different language)	Homestay with English speaking family not born in New Zealand	Homestay in the countryside	Homestay within walking distance to school
Do you (the student) have any other special requirements for accommodation? (Cultural requirements, phobias, special requests)				
<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please provide details (attach additional pages if required):				
What is most important to you in a homestay?				
<b>LETTER TO HOMESTAY</b> Please write a brief note introducing yourself to your host family (attach additional pages if required). (Describe yourself and your family, your interests, why you want to come to New Zealand, and any other information that may help your homestay family know you better. It may be a good idea to include photos of you and your family, home, interests, pets, which we can email on to your homestay family.)				

## LEARNING INFORMATION

Please provide a copy with this application of the student's two most recent school reports.

How many years of schooling (not including pre-school education) has the student had? [     ] Years

How many years has the student studied English? [     ] Months [     ] Years

Does the student have any learning or behavioural difficulties which may require extra school support or services?

Yes       No

If 'Yes' please provide details (attach additional pages if required):

### INFORMATION TO HELP THE SCHOOL PLACE YOU IN APPROPRIATE CLASSES

Note to student: In order to assess your level of English, please complete an essay in your own handwriting about what you expect from your time in New Zealand, and what you intend to do in the future.

Note to parents/agents: Condition of acceptance – if this essay is not the student's original work, the student will be excluded from Whanganui High School. It must NOT be translated for the student.

**What do you expect to be different in New Zealand?** Write a short essay on this topic, in your own handwriting.

**What job or occupation would you like to have in the future, and why?**

## SUBJECTS AND COURSES

What year level would you like to enter at Whanganui High School?

*Average age of students is in brackets, but students can be younger or older depending on ability.*

**Normally, no new student enters directly to Year 13.**

Year 9 (13 years)     Year 10 (14 years)     Year 11 (15 years)     Year 12 (16 years and over)

## SUBJECT PREFERENCES

Subject preferences in this application are an indication only and actual subjects will depend upon availability and prior learning. The school reserves the right to determine subject placement and year level throughout enrolment, in consultation with students and families.

There is course information on the school web site (<http://www.whanganuihigh.school.nz>) which will help you decide which subjects you should study.

## Please list up to six subjects that you wish to study

Depending upon your English ability, some students will study more than one English class.

1.	4.
2.	5.
3.	6.

Please list the one or two subjects that you are most looking forward to studying at Whanganui High School:


## Please tick the activities you are interested in pursuing while at Whanganui High School

<input type="checkbox"/> Drama <input type="checkbox"/> Choir/Singing <input type="checkbox"/> Rock band <input type="checkbox"/> Orchestra <input type="checkbox"/> Chamber Music <input type="checkbox"/> Dance <input type="checkbox"/> Production (School Musical)
<input type="checkbox"/> Amnesty International <input type="checkbox"/> Young NZ Challenge <input type="checkbox"/> Arts Festival Week <input type="checkbox"/> Christian Group <input type="checkbox"/> Computing <input type="checkbox"/> Debating
<input type="checkbox"/> Librarian <input type="checkbox"/> Science Fair <input type="checkbox"/> Chess <input type="checkbox"/> Kapa haka (Maori culture) <input type="checkbox"/> Pasifika (Pacific Culture) <input type="checkbox"/> Orienteering
<input type="checkbox"/> Athletics <input type="checkbox"/> Badminton <input type="checkbox"/> Basketball <input type="checkbox"/> Cricket <input type="checkbox"/> Cross country <input type="checkbox"/> Cycling <input type="checkbox"/> Golf <input type="checkbox"/> Hockey
<input type="checkbox"/> Lifesaving <input type="checkbox"/> Netball <input type="checkbox"/> Rowing <input type="checkbox"/> Rugby <input type="checkbox"/> Skiing/snowboarding <input type="checkbox"/> Soccer/Football <input type="checkbox"/> Softball <input type="checkbox"/> Swimming
<input type="checkbox"/> Surfing <input type="checkbox"/> Tennis <input type="checkbox"/> Touch Rugby <input type="checkbox"/> Volleyball <input type="checkbox"/> Waka ama (Canoe racing) <input type="checkbox"/> International Student Multi-Sports

<b>FEES</b>	
Please tick ✓ the options you are applying for. All prices are in NEW ZEALAND DOLLARS.	
<b>Tuition fee</b>	
Acceptance to a course is subject to the student's level of English language being at the level appropriate to the course. If further tests after the student reaches New Zealand demonstrate otherwise, the school will approach the parents for any extra costs in placing the student in a more appropriate course.	
<input type="checkbox"/> Standard Year Course (this course is the normal starting course for international students, includes at least 4 academic classes, plus up to 2 classes of English a week) Two terms - \$7,000, Three terms - \$10,500	\$14,000
<input type="checkbox"/> Standard Short Course (one term or less). I expect my child to be at WHS for ____ weeks at \$370 per week	
<input type="checkbox"/> Premium Year Course (this course is designed for new students who require intensive language support in their first year, includes up to 5 classes of English a week, full immersion) Two Terms - \$7,750, Three terms - \$11,625	\$15,500
<input type="checkbox"/> Premium Short Course (one term or less). I expect my child to be at WHS for ____ weeks at \$420 per week	
<b>Homestay Fee</b>	
This money is held by the school and remains your property until it is used to pay homestay, two weeks paid in advance. Any excess homestay is refunded when the student leaves. Includes a single room, all meals. Does not include school uniform (maximum of \$NZ600), holidays away from homestay, toll calls and personal spending (\$NZ50-70/week).	
<input type="checkbox"/> Normal school year (45 weeks at \$255 per week)	\$11,475
<input type="checkbox"/> I expect my child to be in New Zealand for _____ weeks at \$255 per week	
<b>Administration Fee</b>	
An administration fee is required for all new students, includes matching students to school-selected homestays, meeting the student at Whanganui Airport, helping with setting up a bank account, the orientation programme, and general administration.	
<input type="checkbox"/> Administration fee for short-term stay – 6 months or less (paid only once)	\$650
<input type="checkbox"/> Administration fee for long-term stay – over 6 months (paid only once)	\$1300
<b>Insurance</b>	
All students must have full insurance (personal effects, health and accident insurance). We use and recommend UNI-CARE ( <a href="http://www.uni-care.org">http://www.uni-care.org</a> ). If providing your own insurance, please supply the school with a copy in <b>English</b> of your policy details, once purchased.	
<input type="checkbox"/> Travel insurance and health insurance for 1 whole year (recommended for all students who are staying 1 school year/45 weeks or more)	\$555
<input type="checkbox"/> Travel and health insurance for 11 months (for students staying less than 1 year)	\$520
<b>Optional extra costs</b>	
You may choose to pay some of the following:	
<input type="checkbox"/> NZQA external examination fees	\$384
<input type="checkbox"/> A three-day escorted tour around the centre of the North Island. The trip goes from Whanganui to Waitomo Caves and Rotorua, where students experience Maori culture, the luge, a farm show and Velocity Valley, before returning to Whanganui via Taupo (includes all entry fees, travel, food and accommodation).	\$675
<input type="checkbox"/> A three-day escorted tour to Wellington. The trip goes from Whanganui to the Wairarapa then Wellington. It includes Mount Bruce bird sanctuary, Te Papa Museum, Weta Workshop and Adrenaline Forest. All entry fees, travel, food and accommodation is included.	\$350
<input type="checkbox"/> Air Chathams flight to Whanganui with full concierge service. This includes a meet and transfer on arrival at Auckland International airport plus care of student until arrival in Whanganui.	\$170
<input type="checkbox"/> Auckland Meet and Transfer - You will be met at Auckland airport and transferred to the domestic plane for flight to Whanganui or Palmerston North.	\$100
<input type="checkbox"/> Palmerston North Meet and Transfer - You will be met at Palmerston North airport and transferred to Whanganui.	\$100
<input type="checkbox"/> Assistance to obtain a student visa. If you require the school staff to help you obtain a student visa in New Zealand (the visa itself costs \$310), we charge an admin fee.	\$50
<input type="checkbox"/> Assistance to obtain a student medical for visa. If you arrive without a medical required for a student visa and ask the school staff for assistance (the medical itself costs about \$370), we charge an admin fee.	\$50
<input type="checkbox"/> Guardian – a native-speaking guardian, who keeps parents informed and provides guidance to the student. <b>It is mandatory for young students under 14 years old, and for students who have had behavioural or health issues at their previous school, to have a native-speaking guardian.</b> It is recommended for any students who would like support in their first year at WHS. Guardians visit the homestay prior to arrival to discuss cultural differences, meets the student at the airport and introduces them to the homestay family. Helps with the purchase of school uniform, and assists student at school on their first day. Maintains regular contact with school and homestay, so progress can be monitored, keeps parents informed in their own language by sending a brief report each month, answers parents' concerns by phone/email, represents parents if there are any problems. Takes student to the doctor, monitors student's plans for any trips away or activities that require parental consent, and meets with the student regularly to check on their progress and wellbeing.	\$2500



## FURTHER INFORMATION

### Code of Practice for the Pastoral Care of International Students

In all aspects of the enrolment, health, accommodation and learning of international students, Whanganui High School observes and is bound by the *Code of Practice for the Pastoral Care of International Students* published by the Minister of Education. Copies of the Code are available on request from the school or from the New Zealand Ministry of Education website at [www.nzqa.govt.nz/providers-partners/education-code-of-practice](http://www.nzqa.govt.nz/providers-partners/education-code-of-practice).

### Dispute Resolution Scheme

If you require assistance to resolve a complaint with Whanganui High School please follow the procedure at [www.istudent.org.nz](http://www.istudent.org.nz)

### Eligibility for Health Services

Most students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at [www.moh.govt.nz](http://www.moh.govt.nz)

### Accident Insurance:

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at [www.acc.co.nz](http://www.acc.co.nz).

### Immigration

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz).

## CHECKLIST

**Please check you have completed and attached the following.**

- International Student Enrolment Form
- Recent passport size photo of the student
- Letter to homestay family
- Handwritten essay in English (Differences in New Zealand, and your future job plans)
- Two most recent school reports from your current school
- Signed Contract of Enrolment
- Signed International Student Accommodation Agreement (if choosing homestay)
- Signed Designated Caregiver Agreement (if staying with a relative or close friend)
- Insurance policy details (in English) if you have already purchased alternative travel insurance
- Any further information relating to convictions or court appearances
- Any further information relating to medical conditions
- Any further information relating to accommodation requirements
- Any further information relating to learning requirements
- Parent and student have read, understood and initialled each page of the following contract of enrolment *and* the relevant accommodation agreement (homestay OR designated caregiver).



# WHANGANUI HIGH SCHOOL

## CONTRACT OF ENROLMENT

*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 these terms and conditions. Please ensure the terms and conditions are read carefully.*

### Terms and Conditions:

#### Definitions

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

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

**Accommodation Agreement** means the agreement between the Student, the School, the Parents, 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 pages of this Agreement.

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

**Designated Caregiver** has the meaning as set out in the Code.

**Disciplinary Action** includes termination of this Agreement and suspension, expulsion and exclusion of the Student as those terms are defined in the Act.

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

**Fee Schedule** means the schedule of fees for Tuition, Accommodation and miscellaneous charges, which is available from the School on request and may be updated from time to time.

**Homestay** has the meaning as set out in the Code.

**Legal Guardian** means the person or persons who is legally the guardian of the Student in their home country and has the legal right to make decisions about their care, education and well-being. It can include parents, where they have the right to make decisions for the Student.

**Offer of Place** means a Confirmed Offer of Place and does not include any provisional offer.

**Parent** means the student's biological or legally adoptive parent. Except where the context requires otherwise, references to Parents in this agreement includes Legal Guardians, and also includes a single Parent who has the sole right of guardianship in relation to the child.

**Residential Caregiver** has the meaning as set out in the Code.

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

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

**Termination** means termination of the Agreement and includes termination by the School expelling or excluding the Student.

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

**Period of Enrolment** 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, or on such earlier date as the parties agree or the School terminates the Agreement pursuant to clause 24 or 26 of the Agreement.

#### Preliminary Provisions

2. The Agreement is declared to be an Enrolment Contract in terms of section 2 of the Act.
3. 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.

#### Terms of Agreement

4. Unless otherwise agreed in writing between the parties, the School's responsibility for the Student commences on the first day of the Period of Enrolment and ends on the last day of the Period of Enrolment, or, in the event that the Student's Tuition is terminated, on the date of termination. The parties agree that any period of time in which the Student is in New Zealand before or after the Period of Enrolment will be at the risk of the Student and Parents/Legal Guardians and that the School will have no legal or moral responsibility for what occurs during this period unless otherwise agreed in writing.
5. Except in the circumstances described in clauses 6, 7 and 8, the conditions in this Agreement apply for the whole time the Student is enrolled at the School during a Period of Enrolment. 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 School making an Offer of Place for a further Period of Enrolment and the payment of Fees. For avoidance of doubt, should this Agreement be renewed the Period of Enrolment for the renewed term shall be that stated in the Offer of Place issued by the School to the Student in respect of the renewed term.
6. The School is not responsible for the Student if the Student chooses to leave New Zealand during the Period of Enrolment. Should the Student leave New Zealand during the Period of Enrolment other than as part of a School organised trip the School's responsibility for the Student shall cease upon the Student's departure and resume upon the Student returning to New Zealand.

Initialed by: \_\_\_\_\_ (parent) \_\_\_\_\_ (student)

7. This Agreement is deemed to be written consent from the Parent or Legal Guardian that the School is not responsible for the Student's day-to-day care where the student is in the custody of a Residential Caregiver who is a supervisor for the Student while the Student is in temporary accommodation and that supervisor is not a resident of New Zealand and is travelling with or accompanying the Student for the purpose of supervising them during the Period of Enrolment.
8. The School is not responsible for the Student's day-to-day care where the Student is in the custody of a person approved by the Parent or Legal Guardian as part of a handover of care arrangement during enrolment made in accordance with the Code.
9. During the Period of Enrolment the Student must keep the School reasonably informed of his or her whereabouts including without limitation if the Student intends to leave New Zealand during the Period of Enrolment.

#### **Accommodation**

10. The Parents and Student agree that no changes to accommodation arrangements will be made whatsoever without the prior written agreement of the School.
11. The Parents and the Student agree that this Agreement is subject to and conditional on the School being satisfied that the Student has appropriate accommodation arrangements in place and, where applicable, an Accommodation Agreement or Designated Caregiver Agreement being entered into by all relevant parties.
12. The Parents 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 and agree to appoint the Residential Caregiver in New Zealand to receive such information in substitution for the Parents.

#### **Immigration and Insurance**

13. The Parents 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 and Student understand that the School has an obligation to report any breaches of the immigration requirements to the appropriate immigration authority.
14. The Student must maintain an up-to-date visa as stipulated by Immigration New Zealand.
15. The Parents agree that it is a condition of enrolment that the Student has current and comprehensive travel and medical insurance. Where insurance is not arranged by the School, the Parents will provide the School with evidence of the relevant insurance policy. If appropriate evidence is not provided, the School may organise insurance it considers appropriate and pass on this cost to the Student or Parents.

#### **Fees**

16. The Fee must be paid to the School in advance of each Period of Enrolment or as otherwise directed by the School. The Parents and the Student agree to comply with school policies regarding the payment of the Fee.
17. If Tuition is terminated by the School during a Period of Enrolment, in accordance with the Act and the Code, any refund of the Fee applicable to that Period of Enrolment will be assessed in accordance with refund policy contained in Schedule Three, as updated by the school from time to time.

#### **Information, Warranties and Acknowledgements**

18. The Parents agree to provide the School with educational, medical financial or other information relating to the wellbeing of the Student as may be requested from time to time by the School. If the Parents 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 Parents such fees as required to adequately compensate for such additional requirements. For avoidance of doubt, the obligation to disclose information continues during the term of this Agreement and the Parents and Legal Guardians are obliged to notify the School in respect of any changing conditions in relation to the Student.
19. The Student and the Parents confirm that:
  - (a) The Student does not suffer from any medical condition or behavioural condition (including mental health conditions and allergies) that may negatively impact on the health, safety or education of the Student or any other student at the School, except as disclosed in writing in the Application Form;
  - (b) The Student does not have any medical or other special needs that require additional support, except as disclosed in writing on the Application Form;
  - (c) The Student has never been charged with or convicted of any crime, or the subject of other proceedings before any court, except as disclosed in writing on the Application Form;
  - (d) All information in the Application Form is true and correct to the best of their knowledge and belief.
20. The Parents 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 and the Student authorise any such person to release to the School any personal information that person holds concerning the Student and/or Parents.
  - (b) If the Student and/or Parents 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, then this Agreement will be at an end.
  - (d) Personal information of the Student and/or Parents 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.

Initialed by: \_\_\_\_\_(parent) \_\_\_\_\_(student)

- (e) The Parents agree that where the Student lives in a School-approved Homestay, this Agreement is subject to an Accommodation Agreement being entered into by the School and the Parents. Where the Student lives with a Designated Caregiver, this Agreement is subject to a Designated Caregiver Agreement being entered into by the School, the Parents and the Designated Caregiver. In either case, a breach by the Student of the Accommodation Agreement or of the Designated Caregiver Agreement will be deemed to be a breach of this Agreement.
- (f) All personal information provided to the School is collected and will be held by the School.
- (g) The Student and 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.
- (h) Under the Privacy Act 1993, any information collected may be provided to education authorities.
- (i) 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.
- (j) Photographs and videos of the Student may be used for the Student's records and in any publicity material for the School unless otherwise agreed in writing by the parties.

#### Consent

21. The Parents 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, financial, 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.
22. The School shall seek specific written consent of the Parents before the Student, being a student of any age, participates in any activity either organised by the School or by another party which are considered to be adventure activities or extreme sports or are activities that are organised by the School and require the Student to stay away from their regular accommodation overnight.
23. Except in the circumstances described in clause 22, this agreement is deemed to be written consent of the Parents for any activity organised and/or supervised by the School, including trips and physical activities, regardless of whether consent is sought from domestic students in relation to the same activity.
24. Unless otherwise agreed in writing by the parties, this Agreement is deemed to be written consent for leisure travel or stays organised and supervised by the Student's Homestay or Residential Caregiver (where applicable) where the travel is within New Zealand for a period of not more than seven days and does not result in the Student missing any scheduled school days.

#### Conduct, Discipline and Termination

25. The Student will comply at all times with school policies, the Code and the Act, and the Parents shall work with the School to ensure such compliance. This includes, without limitation, compliance with the Code of Student Conduct which is annexed to this Agreement as Schedule One, including any amendments made by the School during the Period of Enrolment.
26. In the event of any breach of this agreement by the Student or the Parents, the School may take any disciplinary step it considers appropriate, including terminating this Agreement, and/or suspending, excluding or expelling the Student and (if applicable) notify Immigration New Zealand of its decision to terminate the Agreement or to exclude or expel the Student.
27. Without limitation, the following actions shall be deemed to be breaches of this Agreement which may warrant disciplinary action:
- (a) Refusal by the Student to obey any reasonable instruction given by any employee or officer of the School during the Period of Enrolment;
  - (b) Any breach of the Code of Student Conduct by the Student;
  - (c) Any breach of the Accommodation Agreement or Designated Caregiver Agreement by the Student or Parent;
  - (d) Any act by the Student during the Period of Enrolment that creates a risk to the safety of any person;
  - (e) Any act by the Student during the Period of Enrolment that jeopardises the education of any other Student;
  - (f) Any breach of clauses 14 or 15 of this Agreement or of the warranties contained in clause 19 of this Agreement;
  - (g) Failure to make payments pursuant to the Fee Schedule; and
  - (h) Any other breach of this Agreement

28. Where appropriate, the School will follow the process set out in the Disciplinary Policy which is annexed to this Agreement as Schedule Two when exercising its disciplinary powers pursuant to clause 26 of this Agreement, but nothing in this Agreement shall limit the power of the School to summarily terminate this Agreement or expel or exclude the Student for serious misconduct or to suspend the Student pending investigation if the School concludes that this step is necessary for the purpose of protecting the safety of any person, including the Student.

#### General Matters

29. 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.

Initialed by: \_\_\_\_\_ (parent) \_\_\_\_\_ (student)

30. 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.
31. 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.
32. Notices may also be given by sending an email to the email addresses specified on the first page of this agreement and will be deemed to have been received 12 hours after it has been sent.
33. 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, except where such change is required by New Zealand legislation or the Code. This Agreement shall continue in force during the Period of Enrolment with the School.
34. The School shall comply at all times with the Health and Safety at Work Act 2015.
35. Nothing in this Agreement limits any rights that the Parents or Student may have under the Consumer Guarantees Act 1993.
36. 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.
37. This Agreement may be executed in one or more counter-parts, 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, facsimile transmission or through an internet service set up for that purpose.
38. The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the School Policies.

Initialed by: \_\_\_\_\_ (parent) \_\_\_\_\_ (student)



# WHANGANUI HIGH SCHOOL CONTRACT OF ENROLMENT

## 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 Place. We agree that we have received sufficient information to make an informed decision about enrolment at the School.

**Key Terms:** This Contract of Enrolment includes provisions:

- (i) that allow the School to discipline the Student, including by expulsion
- (ii) that control and limit the Student's rights of refund when Enrolment ends early
- (iii) that require the Parents to make full disclosure of all relevant information and
- (iv) that provide consent for the School to permit certain activities without further consent from the Parents.

*This is an important legal document, please read all clauses carefully.*

**By signing this agreement, you confirm that all the information in the application form is true and complete.**

### SIGNING

#### Parents/Legal Guardians

By signing below, the Parents (as applicable) confirm that they have read the Agreement and agree to be bound by it in all respects: (please also initial each page of the Agreement, including the schedules)

Name(s): \_\_\_\_\_  
\_\_\_\_\_

Signature(s): \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

#### School

By signing below, the authorised signatory of the School confirms that they are authorised to sign on behalf of the School, and confirms that the School will be bound by the Agreement in all respects:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Student

By signing below, the Student confirms he/she has read and understood the Agreement and agrees to abide by the Code, School Policies and (to the extent applicable) the Agreement: (please also initial each page of the Agreement, including the schedules)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**If you relied on a translator to understand this document, please ask the translator to sign here:**

\_\_\_\_\_  
Name of translator

\_\_\_\_\_  
Signature of translator

Initialed by: \_\_\_\_\_ (parent) \_\_\_\_\_ (student)

# Whanganui High School Student Code of Conduct

(Schedule One)

The School rules have been established in partnership with the community over a long period of time. They reflect the School community's expectations in terms of acceptable standards of behaviour, dress and personal presentation in the widest sense. Students are expected to follow the School's rules at all times when on the school grounds or when clearly associated with the school (eg in uniform).

Students are expected to engage in behaviour which:

- promotes learning, including the learning of others
- promotes and helps ensure safety and security
- reflects a high degree of self-respect, self-discipline and self-presentation
- acknowledges the need to show respect for others and their property
- recognises the need to be positive and considerate when dealing with others
- values the School's natural and physical environment
- is in keeping with the laws of New Zealand and the policies of the Whanganui High School Board of Trustees
- promotes the reputation and good name of the School

Some of the School's expectations designed to support the School's rules are:

- 1 Students are required to attend regularly and to remain in the school grounds all day, unless they have permission to go to their home for morning break only. Medical and dental appointment leave may be given by the Student Centre. Students who are ill must report to a staff member and then to the Student Centre, and a note will be put in Kamar if they are sent home.
- 2 Students are required to wear the school uniform as outlined in the Prospectus. Non-regulation items, including jewellery, may be impounded. Students are also expected to keep themselves and their uniform neat and clean. Acceptable jewellery includes a watch, one plain stud in each ear, a neckpiece or similar of cultural significance.
- 3 Careless or deliberate damage to school property must be reported, and damage is paid for by those responsible. Things that may damage property, like footballs, must be kept away from buildings.
- 4 Cigarettes, alcohol or drugs are forbidden.
- 5 Students are not permitted within five metres of the boundary areas of the school and are not permitted to speak with members of the public over the fence, or invite them onto the grounds.
- 6 Bicycles may not be ridden in the school grounds. They are to be parked and locked in the bike cage.
- 7 Laboratories and specialist rooms may only be entered if a staff member is present.
- 8 If items of value or large sums of money are brought to school, this is done at the student's own risk. Valuables may be left in the Student Centre (or in the International Office for international students). The school is not responsible for loss or damage of clothing, books or property.
- 9 Cellular phones are not to be used in classrooms from 8.40am to 3.05pm, unless the classroom teacher has given permission to use them as a learning tool. Phones may be given to the Student Centre if they are repeatedly being used inappropriately. In this case, they can be collected after school.
- 10 Students may not travel in a car driven by a person with a restricted licence.

Initialed by: \_\_\_\_\_ (parent) \_\_\_\_\_ (student)

Some of the School's expectations specific to international students include:

- 11 International students should obey the school rules, attend all classes regularly and always work to the best of their ability.
- 12 International students may not go in a car or on a motorbike driven by a person with a restricted licence. All drivers under 25 must be approved by the International Department and the student's parents, and must hold a full licence.
- 13 No international student may drive a car or motorbike, with the exception of Year 13 students who with the permission of the Principal, may undergo driving lessons with a view to gaining a NZ driver's licence.
- 14 International students must obey the laws of New Zealand and follow the rules laid down by the International Department for international students, 24 hours a day, every day they are here. This includes no smoking, no purchase of alcohol, and no taking illegal drugs at any time.
- 15 If travelling without their host family outside of Whanganui, international students must obtain written permission from their own parents and Whanganui High School. If under 18, it is unlikely that the school will permit students to travel independently.
- 16 Students wishing to participate in higher risk / adventure activities e.g. bungee jumping, white-water rafting, skiing, small airplane sightseeing rides, or any activity that could be considered dangerous or high risk, must obtain written permission from their own parents and Whanganui High School.
- 17 International students should not incur debts they are unable to pay. Parents will be responsible for payment of any debts accrued by their son or daughter and accept that the school can use homestay money to settle such debts at any time.
- 18 In cases of dispute, New Zealand law applies at all times.

Initialed by: \_\_\_\_\_(parent) \_\_\_\_\_(student)



## Disciplinary Policy

(Schedule Two)

The following is the School's current disciplinary policy for dealing with breaches of the Agreement. This is not intended to restrict the School's general power of discipline and this policy may be changed from time to time at the discretion of the School.

### Overview

1. Except in serious situations where immediate termination of the Agreement is necessary, or where the breach does not warrant any formal response other than a warning, the School will endeavour, where appropriate, to follow a two-stage disciplinary process.
2. In Stage One, the School will investigate and determine the facts, and will reach a conclusion on what happened and whether it amounts to a breach of the Agreement.
3. In Stage Two, if the School has determined that a breach has occurred, the School will consider the appropriate response to that breach, up to and including termination of the Agreement.
4. The Student will have an opportunity to provide a response to the alleged breach that the School is investigating (**the Allegation**) and any proposed disciplinary action that the School is considering taking (**the Proposed Action**).
5. This policy does not limit the School's power to take appropriate disciplinary action urgently and without following this process if this is necessary having regard to the seriousness of the breach.
6. This policy also does not limit the School's power to suspend the student for the duration of the disciplinary process where suspension is considered necessary for the safety or education of any person.

### General Policy

7. When the School is conducting a disciplinary process involving the Student it will endeavour to provide the Student with the following:
  - (a) a written summary of the Allegation or the Proposed Action;
  - (b) an opportunity to respond to the Allegation or the Proposed Action, either in person or in writing or both, at the choice of the Student;
  - (c) an opportunity to consider the Allegation or the Proposed Action for a reasonable period of time (having regard to the seriousness of the Allegation or the Proposed Action) before giving a response;
  - (d) an opportunity to contact his or her Parent before giving a response, unless the delay caused by contacting that person is unreasonable having regard to the seriousness of the Allegation or Proposed Action;
  - (d) an opportunity to have an independent support person of his or her choice present at any meeting relating to the disciplinary process;
  - (e) an opportunity to meet with that support person in private at any stage during the disciplinary process;
  - (f) an opportunity to have a translator present (or otherwise facilitate the student participating in the process in his or her own language) during any meeting or process if the School or the Student considers that a language barrier means that a translator is required; and
  - (g) a copy of this policy setting out the rights which the Student has when engaging in the disciplinary process.

Initialed by: \_\_\_\_\_(parent) \_\_\_\_\_(student)

## **Disciplinary Procedure**

### **Stage One: Incident Investigation**

8. When the School learns of any incident or any other thing that may be a breach of the Agreement or might otherwise warrant a disciplinary response, the School will notify the Student of the Allegation and will provide the Student with an opportunity to give a response.
9. Where appropriate, having regard to the seriousness of the Allegation, the Student will have the opportunity to respond either in person or in writing or both, at the choice of the Student. The School will receive this response and give it genuine consideration before making a decision about the Allegation.
10. When the School makes a decision about the Allegation it will advise the Student and parent, in writing if possible, about its conclusion as to what happened and whether it amounts to a breach of the Agreement.

### **Stage Two: Outcome Discussion**

11. If the School determines that a breach of the Agreement has occurred, it will advise the Student and parent of the possible disciplinary actions that it will consider taking in response to the breach and will provide the Student and parents with an opportunity to give a response.
12. Where appropriate, having regard to the seriousness of the breach, the Student and parent will have the opportunity to respond either in person or in writing or both, at the choice of the Student. The School will receive this response and give it genuine consideration before making a decision about the disciplinary action to be taken.
13. When the School makes a decision about the disciplinary action that it will take in response to the breach it will advise the Student and parents of its decision, in writing if possible. The disciplinary action will not take effect, and no actions will be taken to put it into place, until the Student and parents have been advised of the decision.

Initialed by: \_\_\_\_\_ (parent) \_\_\_\_\_ (student)

## Refund Policy (Schedule Three)

### Request for a refund of international student fees

1. The School will consider all requests for a refund of international student fees, if the student withdraws from his/her course of study before the course completion date. Requests should be made in writing to the School as soon as possible after the circumstances leading to a request.
2. A request for a refund should provide the following information to the School:
  - a) The name of the student
  - b) The circumstances of the request
  - c) The amount of refund requested
  - d) The name of the person requesting the refund
  - e) The name of the person who paid the fees
  - f) The bank account details to receive any eligible refund
  - g) Any relevant supporting documentation such as receipts or invoice.

### Non-refundable fees

3. The School is unable to refund some fees. The following fees relate to expenses that the School may have paid or will incur as a result of receiving an application for enrolment and cannot be refunded:
  - a) **Administration Fee:** Administration fees meet the cost of processing an international student application. Administration fees exist whether an application is accepted or not or whether a student remains enrolled after an application is accepted.
  - b) **Insurance:** Once insurance is purchased, the school is unable to refund insurance premiums paid on behalf of the Student. Students and families may apply directly to an insurance company for a refund of premiums paid.
  - c) **Homestay Placement Fee:** Homestay placement fees meet the cost of processing a request for homestay accommodation by the Student and are included in the administration fees. Costs incurred for arranging homestay accommodation for the Student prior to the refund request, cannot be refunded.
  - d) **Used Homestay Fees:** Homestay fees paid for time the Student has already spent in a homestay cannot be refunded. Used homestay fees may also include a notice period of two weeks.
  - e) **Portion of Unused Tuition Fees:** The School may retain a portion of unused tuition fees. Amounts retained will relate to costs that have been incurred or committed by the School and may vary.

### Request for a refund for failure to obtain a study visa

4. If the Student fails to obtain an appropriate study visa, a refund of international student tuition fees will be provided less any Administration Fee that has been paid.

### Requests for a refund for voluntary withdrawal from enrolment

5. If the Student voluntarily withdraws prior to the start date of their enrolment, a refund of international student fees will be provided less any relevant non-refundable fees set out in this policy.
6. If the Student withdraws on or after the start date of their enrolment, reasonable written notice of withdrawal is required by the school. Unless otherwise agreed by the School, a refund will be provided less a minimum of ten weeks' tuition fee and any other relevant non-refundable fees as outlined in this policy.

### Requests for a refund where the School fails to provide a course, ceases as a signatory or ceases to be a provider

7. If the School fails to provide the agreed course of education or is no longer a signatory to the Code or no longer operates as an international education provider, the School will negotiate with the Student or their family to either:
  - a) Refund the unused portion of international student tuition fees or other fees paid for services not delivered or
  - b) Transfer the amount of any eligible refund to another provider or
  - c) Make other arrangements agreed to by the student or their family and the school.

Initialed by: \_\_\_\_\_ (parent) \_\_\_\_\_ (student)

#### **Where the Student's enrolment is ended by the School**

8. In the event the Student's enrolment is ended by the School for a breach of the Contract of Enrolment, the School will consider a request for a refund less:
  - a) Any non-refundable fees set out in this policy
  - b) Ten weeks' tuition fee
  - c) Any other reasonable costs that the school has incurred in ending the student's enrolment

#### **Where the Student changes to a domestic student during the period of enrolment**

9. If the Student changes to a domestic student after the start date of their enrolment, reasonable written notice of the change is required by the School. Unless otherwise agreed by the School, a refund will be provided less a minimum of ten weeks' tuition fee and any other relevant non-refundable fees as outlined in this policy.

#### **Where a student voluntarily requests to transfer to another signatory**

10. If the Student requests to transfer to another signatory after the start date of their enrolment, reasonable written notice of the transfer is required by the School. Unless otherwise agreed by the School, a refund will be provided less a minimum of ten weeks' tuition fee and any other relevant non-refundable fees as outlined in this policy.

#### **Request for a refund of homestay fees**

11. If for any reason, the Student withdraws before or after the start date of their enrolment, any unused homestay fees will be refunded, less any relevant non-refundable fees set out in this policy.
12. Where a student moves from a school homestay and requests a refund of any unused homestay fees, these will be refunded less any non-refundable fees set out in this policy and two weeks' fees to the original homestay in lieu of notice.

#### **Requests for a refund of fees unused at the end of enrolment**

13. Except by written request from parents, prepaid fees unused at the end of enrolment amounting to less than NZD\$1000.00 will be refunded to the Student in cash. Sums of NZD\$1000.00 or greater will be refunded into a nominated bank account.

#### **Outstanding activity fees or other fees**

14. Any activity or other fees incurred by the Student during enrolment and owed to the School at the time of withdrawal, will be deducted from any eligible refund.

#### **Refunds to be made to the country of receipt**

15. Unless otherwise agreed in writing, all eligible refunds of fees of NZD\$1,000.00 or more received from outside of New Zealand will be refunded to a nominated bank account in the source country.

#### **Rights of families after a decision regarding a refund has been made by the School**

16. A decision by the School relating to a request for a refund of international student fees will be provided to the Student or family in writing and will set out the following information:
  - a) Factors considered when making the refund decision
  - b) The total amount to be refunded
  - c) Details of non-refundable fees
17. The Student and their family has the right to take a grievance to the Code Administrator or Disputes Resolution Scheme in the event they are dissatisfied with a refund decision made by the School.

Initialled by: \_\_\_\_\_(parent) \_\_\_\_\_(student)



# WHANGANUI HIGH SCHOOL

## INTERNATIONAL STUDENT ACCOMMODATION AGREEMENT

*Please complete the international student accommodation agreement only if the student will be living in a SCHOOL-APPROVED HOMESTAY while enrolled at the school. By signing below, the student, the school and the parents or legal guardian agree to the following terms and conditions. Please ensure the terms and conditions are read carefully.*

### Terms and Conditions:

1. 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](http://www.legislation.govt.nz) under Education (Pastoral Care of International Students) Code of Practice 2016.

**Contract of Enrolment** 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 Parents 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 Contract of Enrolment.

**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.

All other terms have the same meaning as in the Contract of Enrolment.

2. The School is a signatory to and complies with the Code. Unless living with a parent, 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 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.

- (c) 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.

- (d) Under the Privacy Act 1993, any information collected may be provided to education authorities.

- (e) 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. If the Parents provide misleading information or fail to disclose information about the Student prior to placement with the Residential Caregiver and during the term of the Homestay the School may (in its sole discretion):

- (a) Charge the Parent such fees as required to adequately compensate for additional requirements due to providing misleading information or the lack of disclosure; or

- (b) Terminate this Agreement.

5. 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.

6. 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;

Initialed by: \_\_\_\_\_ (parent) \_\_\_\_\_ (student)

- (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.
7. Unless otherwise agreed in writing by the parties, the Parents provide consent to the Student's Homestay or Residential Caregiver (where applicable) for the Student to undertake supervised leisure travel and overnight stays within New Zealand for a period of not more than seven days where the leisure travel or stay does not involve the Student participating in any adventure activities or extreme sports or result in the Student missing any scheduled school days.
  8. The School will seek specific written consent from the Parents for leisure travel or overnight stays of more than seven days or results in the Student missing any scheduled school days.
  9. The Student shall seek specific written consent from the School before the Student, being a Student of any age, participates in any activities while in the care of the Student's Homestay or Residential Caregiver (where applicable) which are considered to be adventure activities or extreme sports. The School shall only give such Consent where approved by the Parents in terms of the Contract of Enrolment.
  10. The School may take such measures as it considers appropriate (acting reasonably) to monitor compliance with the Code. This may include, without limitation, regular checks with both the Student and the Residential Caregiver.
  11. Unless otherwise agreed in writing, the Student will be entitled to commence their Homestay at the Accommodation 5 days prior to the Period of Enrolment (as that term is defined in the Contract of Enrolment) commencing and 5 days following the end date of the Period of Enrolment (as that term is defined in the Contract of Enrolment). Should this Agreement be terminated prior to the expiry of the Period of Enrolment the Student will be required to vacate the Accommodation immediately. The School may, at its sole discretion, and without any obligation on it to do so, extend the time for the Student to vacate the Accommodation. Any such extension shall be given in writing and shall be without prejudice to the School's right to later insist that the Student immediately vacate the Accommodation.

#### **Expectations**

12. The Student will comply at all times with the Accommodation Requirements and the Parents shall work with the School to ensure such compliance.
13. 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.
14. The Student will treat the Accommodation with due care and respect and the Student is liable for costs associated with repairing any damage caused to the Accommodation by the Student. For avoidance of doubt, the School is not

responsible for any damage caused to the Accommodation by the Student.

#### **Fees**

15. The Parents must pay all accommodation fees to the School in accordance with the School's fee schedule as defined in the applicable Contract of Enrolment.

#### **Termination**

16. The School reserves the right to terminate this Agreement if the Student is in breach of the Accommodation Requirements.
17. If the Student is suspended, expelled or excluded from the School, the parties agree that this shall constitute a breach of the Accommodation Requirements and this Agreement may be terminated as a consequence.
18. Where this Agreement is terminated, fees may be refunded in accordance with School Policies.

#### **General**

19. 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.
20. 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.
21. This Agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements.
22. 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**

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

#### **Signing**

24. 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.

Initialed by: \_\_\_\_\_(parent) \_\_\_\_\_(student)

## ACCOMMODATION REQUIREMENTS

**While living in a School-approved Homestay, the Student agrees:**

1. To comply with all laws of New Zealand.
2. Not to engage in any social or leisure activities that may place them, other persons, in undue danger or risk of harm. This includes the Student putting himself / herself in a position which may give rise to suspicions or allegations of such activities.
3. To obtain written permission from Parents and the School prior to obtaining any tattoo, piercing or other bodily embellishments.
4. To comply with all Homestay rules, expectations and curfews set by the School and Homestay parents, including without limitation, any policies of the School which apply.
5. To not use or do anything which may cause damage to the Accommodation, including without limitation, applying hair dyes, or smoking cigarettes or engaging in any other activity that may cause damage to the Accommodation.
6. To only drink alcohol if approved by, or in the company of, the homestay family (parents may wish to forbid alcohol).
7. To keep the Homestay parents informed of their whereabouts at all times (asking permission first before going out, negotiating what time you will be home, arriving home at the set time, phoning or texting your family if you are likely to be late home).
8. To stay at the Homestay address daily and not to travel overnight outside of the town or city where the student is living (as defined by the School) without prior written permission of the School. This clause shall not prevent the Student travelling between the Homestay and the School. (You may stay overnight with friends if there is a person in the house who is a mature adult, and with the permission of your host parents.)
9. To respect the privacy, values and property of the Homestay (for example, keeping your bedroom tidy, asking first before borrowing items, helping around the house and accepting responsibility for reasonable jobs, like helping with the dishes).
10. To pay for all toll calls and internet charges. The host family may choose to control student access to the internet.

Initialed by: \_\_\_\_\_ (parent) \_\_\_\_\_ (student)

**INTERNATIONAL STUDENT ACCOMMODATION AGREEMENT**  
(when placing a student in a school-approved homestay)

**SIGNING**

**Parents**

By signing below, the Parents confirm that they have read the Agreement and agree to be bound by it in all respects (initial each page):

Name(s): \_\_\_\_\_  
\_\_\_\_\_

Signature(s): \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

**School**

By signing below, the authorised signatory of the School confirms that they are authorised to sign on behalf of the School, and confirms that the School will be bound by the Agreement in all respects:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Student**

By signing below, the Student confirms he/she has read and understood the Agreement and agrees to abide by the Code, the School Policies and (to the extent applicable) the Agreement:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**If you relied on a translator to understand this document, please ask the translator to sign here:**

\_\_\_\_\_  
Name of translator

\_\_\_\_\_  
Signature of translator

Initialed by: \_\_\_\_\_ (parent) \_\_\_\_\_ (student)