



South Wellington Intermediate School

Challenge • Engage • Inquire • Inspire

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Enrolment Information for International Students

Welcome to South Wellington Intermediate School.

Thank you for requesting the information pack for enrolment.

International students play an important part of school and we welcome the opportunity to bring students from around the world into our multi-cultural school. We know our students benefit from international students being a part of our school, and we provide excellent learning and immersion into New Zealand culture for students who enrol in our school.

South Wellington Intermediate School has agreed to observe and be bound by the **Code of Practice for the Pastoral Care of International Students** published by the New Zealand Qualifications Authority (NZQA). Copies of this document are available from the NZQA website: <http://www.nzqa.govt.nz/studying-in-new-zealand/code-of-practice-for-the-pastoral-care-of-international-students/>

Deputy Principal and International Relationship Manager, Mr Howard Young, is responsible for co-ordinating pastoral care of international students at South Wellington Intermediate School.

All students enrolling are placed in a homeroom with their peers, and additional ESOL teaching is provided to students if necessary.

Fee Structure

The fees for instruction of International students has been set at

\$335 per week

South Wellington Intermediate School's refund policy and refund agreement are included within this enrolment pack.

charges that you may have to meet include:

- Cost of dental treatment
- Payment for extra-curricular activities such as field trips, sporting events, camps etc
- Participation in ICAS exams

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

<http://www.immigration.govt.nz>

Medical and Travel Insurance

It is a legal requirement that all international students have appropriate and current medical and travel insurance while studying in New Zealand.

Eligibility for Health Services

Most international students are not entitled to publicly funded health services while in New Zealand. If your child receives medical treatment during their time in New Zealand, you may be liable for the full cost of that treatment depending on your insurance package.

It is possible your child may be required to undertake a full medical examination and/or x-rays in order to qualify for a visa, depending on country of origin, age, length of stay.

Enrolment Procedure

Having received this enrolment document the enrolment process is as follows:

- Complete the enrolment form providing comprehensive information about your child and your family on the International Enrolment Form that is included.
- Provide evidence of your child's passport.
- Sign a tuition agreement
- Pay of deposit of 20% of the fee or \$1000 (if 20% exceeds this amount)

As soon as possible you will be required to:

- Provide evidence of your child's medical and travel insurance
- Pay the fees in full
- On arrival school to sight original passport

On receipt of the completed fees and all completed documentation an 'Offer to Place' will be issued by South Wellington Intermediate School. You can then take this to immigration if necessary.

Receipt of application for student visa from Immigration is sighted and copied by South Wellington Intermediate School. When issued, the student visa must be sighted and copied as well. This must occur **before** the student starts school.

In the event a homestay is required the residence will be visited by the International Relationship Manager and another representative of South Wellington Intermediate School. All adults eighteen years and older living in this residence are police vetted.

Orientation Programme

The orientation programme varies depending on the length of your child's enrolment at South Wellington Intermediate School.

- Students are provided with an orientation to South Wellington Intermediate at the beginning of their stay. This is led by the International Relationship Manager, or another designated member of staff. This will also include input from student leaders of the school.
- Students are provided with an orientation pack to help familiarise them with the school and the local area.
- A powhiri (Maori Welcome Ceremony) will be held to welcome your child to the school. This will be done at the earliest possible date after your child has started.
- Homeroom teacher will assign a student buddy for your child.
- If possible a meeting will be arranged for your child with other students in the school who is able to speak in your child's first language.

Pastoral Care for International Students

- Students will have a formal support meeting with the International Relationship Manager once per month to ensure that everything is going well. A record of these meetings is held by the International Relationship Manager and the Principal. (These meetings increase in frequency if the students responses indicate a need)
- Homestay parents or natural parents (if living in Wellington) are contacted each month by the International Relationship Manager to ensure everything is going well.
- Students are visited once per term in their homestay environment by a staff member if living in a homestay environment.
- Refer to policy on complaints included in this package
- Students are issued with an emergency card with the phone numbers of the International Relationship Manager, International Dean and the school Principal.

Circumstances in which tuition may be terminated

- Failure to comply with school rules
- Gross misconduct
- Breach of visa requirements
- The school reserves the right to cease tuition if it receives false or misleading information on enrolment.

If tuition ceases it is the responsibility of the school to notify New Zealand Immigration Services.



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APPLICATION FOR ENROLMENT FOR INTERNATIONAL STUDENTS AT SOUTH WELLINGTON INTERMEDIATE SCHOOL

To apply for enrolment at South Wellington Intermediate School, please complete this application form and forward it to:

Howard Young: Deputy Principal and International Relationship Manager at
howard.young@swis.school.nz

Please ensure that all the information is complete and correct. Failure to properly complete the form may result in a delay in processing, or rejection of your application. Failure to provide correct information may result in your child's enrolment being terminated.

For Office Use Only

Enrolment Number:	Year Level:	Homeroom Number:
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Part One – Personal Information

Students Family Name:	First Name/s (As appears on their passport)
Preferred Name:	Gender (Please circle) Male Female
Birth Date (DD/MM/YY)	Country of Origin
Living in New Zealand with:	

Homestay Caregiver / Guardian Caregiver / Agent / Parent / Relation	
Student's Address in New Zealand	
New Zealand Home Phone Number	New Zealand Mobile Number
Email Address	
New Zealand Emergency Contact Name:	New Zealand Emergency Contact Phone Number:
New Zealand Doctor:	New Zealand Doctor's Phone Number:

Overseas Contact Information	
Parent 1: Address	Home Phone Number
	Work Phone Number
	Mobile Phone Number
	Email Address
Parent 2: Address	Home Phone Number
	Work Phone Number
	Mobile Phone Number
	Email Address
Home Country Emergency Contact Name:	Home Phone Number
	Mobile Phone Number

Passport Number of Student:	Passport Expiry Date:
Student Visa Number & Expiry	First Language
Date of Entry to New Zealand	Passport Number of Parent:

Medical and Travel Insurance – This is compulsory for International Students studying in New Zealand. Please provide the details below.

Insurance Company	Policy Type
Policy Start Date	Policy End Date

Or (tick)

I have not yet taken out travel and medical insurance, but agree to do so and will provide proof of this to the school on acceptance of this application for enrolment.

School Fees

Fees (Including GST) \$			
Payable	Monthly	Termly	Yearly

This fee excludes cost of: dental and medical expenses, social events, music tuition and camps.

Part Two – Living Situation in Home Country

1. What type of home do you live in? (apartment, house etc)

2. Where is your home located? (city, town, countryside etc)

3. How do you travel to school? (train, bus, car, walk etc)

4. Do you have any siblings ? Please circle one

YES NO

Name	Age	Male / Female	Living at Home

Who usually looks after you? _____

What is your parents occupations?

Parent 1:Name:_____ Occupation:_____

Parent 2: Name_____ Occupation:_____

Part Four – Study Information

Parents to complete

If possible please attach the most recent school report

Does your child have any specific needs that may affect their learning?

What is your child's level of English? (in your estimation)

Beginner	Elementary	Intermediate	Good	Excellent
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Students to complete

What are your favourite subjects at school?

What do you find most challenging about school?

What do you enjoy most about school?

What worries you most about coming to school in New Zealand?

What are you hoping to achieve while you are in New Zealand?

Part Five – Additional Information

Have you travelled to other countries before? If yes which countries and how long?

Have you lived away from your families? (Circle one)

YES NO

If yes, describe _____

Do you need to attend church or another place of worship on a regular basis? (Please circle)

YES NO

If yes, please state which church _____

Do you plan to return home in the term holidays? (Please circle)

YES NO

Is there a particular part of your culture that is very important to you that we should know about?

Is there any particular food that you cannot eat?

Do you have any special dietary requirements? (E.g. vegetarian, don't eat chicken or pork, etc)

I acknowledge all information I/we have given is true, and correct and that the school has no liability for injury, loss, thief or misadventure

Student: _____ **Parent:** _____

Principal: _____ **Date:** _____



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Tuition Agreement for International Students

This agreement is between South Wellington Intermediate School and the student. It shall be signed by the parents or legal guardian on behalf of the international student.

Terms and Conditions

1. The school will 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.
2. The student will comply with the rules and policies of South Wellington Intermediate School.
3. Students who are placed in homestay families can be relocated at the discretion of South Wellington Intermediate School if they deem the safety or well-being of the student is in anyway compromised. While attempts will be made to contact the parents prior to a move being made, the school has the authority to complete the move before speaking with the parents.
4. The parents agree to complete the enrolment form truthfully and accurately.
5. South Wellington Intermediate School agrees to use its best endeavours to ensure the safety, health and well-being of international students. This does not extend to outside of school hours.
6. Under the Privacy Act, I understand that all personal information provided to South Wellington Intermediate School is collected and will be held by the school.
7. 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.
8. The School must be notified of any changes to accommodation, contact details or international student status.

9. 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 shall apply.
10. 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 it's reasonable control. The Refund Policy will apply.
11. This agreement shall be construed and take effect as a contract made in New Zealand and will be governed by New Zealand law.
12. Notices given under this agreement must be in writing and given to the addresses set out in the application forms.
13. This agreement contains all terms, representations and warranties made between the parties and supersedes all prior discussions and agreements covering the subject matter of this agreement.
14. If the Student/Parents fail to provide any information requested in the application for tuition, the School may be unable to process the application.
15. 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.
16. The school can adjust the students course of study if deemed necessary.
17. The school will not continue to enrol any international students whose particular learning needs are not suitable for what the school can readily provide students e.g. who have special medical, learning or behavioural difficulties.
18. Students may travel outside of the Greater Wellington region with their homestay family or their natural parents, however the International Relationship Manager at South Wellington Intermediate School must be informed prior to travel and the school reserves the right to refuse permission.
19. The School requires that the Medical and Travel Insurance Policy the Student holds must be New Zealand based and commenced prior to the enrolment of the student.
 - a. Medical and Travel Insurance: international students must have appropriate and current medical and travel insurance while studying in New Zealand
 - b. Eligibility for Health Services: Most international students are not entitled to publicly funded health services while in New Zealand. If the student receives medical treatment during his/her visit they 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 <http://www.moh.govt.nz>.
 - c. 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 <http://www.acc.co.nz>.

20. Information on refunds for international students can be found in the South Wellington Intermediate School Board of Trustees' Refund Policy for International Fee Paying Students. Guidelines:
- a. If you change your mind before coming to New Zealand, your full fees will be refunded less an administration fee of NZ\$350.00.
 - b. No refunds will be made to students who are asked to leave South Wellington Intermediate School because of misbehaviour or poor attendance.
 - c. Refunds/partial refunds of fees paid will be made only in exceptional circumstances at the discretion of the Principal. A written application to the Principal setting out the reasons for requesting a refund/partial refund is required.
 - d. Where student status changes to Permanent Residency during the course of a school year, unspent fees will be refunded as from the start of the following term.
 - e. No refunds will be made to students who wish to transfer to another school either in New Zealand or overseas.

CODE: South Wellington Intermediate School has agreed to observe and be 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 this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>

Acceptance of Terms

- ♣ I agree to abide by the rules and policies of the school at all times.
- ♣ I understand that the school will take action on my behalf in case of sudden illness or injury.
- ♣ 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.
- ♣ I have read and understood the terms and conditions detailed in this agreement.

Signature of Parent/Legal Guardian:

Name of Parent/Legal Guardian:.....

Principal:

Date:



Refund Agreement for International Students

1. If you change your mind prior to arrival in New Zealand you will be refunded the full amount minus a \$250 administration fee.
2. If you wish to withdraw after arriving in New Zealand, no refund will be given, except in the case of:
 - returning home because of student's serious illness;
 - returning home because of death or serious illness of a close member of the student's family. (parents, siblings, grandparents).In these cases, under New Zealand law, South Wellington Intermediate School must retain amounts to cover costs already incurred. The balance of fees received may be returned. 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 South Wellington Intermediate School because of misbehaviour or poor attendance.
4. Where student status changes to Permanent Residency during the course of a school year, unspent fees will be refunded as from the start of the following term.
5. Refunds/partial refunds of fees paid will be made only in exceptional circumstances at the discretion of the Principal. A written application to the Principal setting out the reasons for requesting a refund/partial refund is required.
6. Should South Wellington Intermediate School cease to be a signatory on the Code of Practice for Pastoral Care of International Students, refunds will be made in accordance to the code.

By signing below, I acknowledge that I have read and fully understand the terms and conditions of refund of school fees set out in the South Wellington Intermediate School Refund Agreement.

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

Have you completed the following:

- ◆ International Student Enrolment Form
- ◆ Copy of receipt of Travel and Medical Insurance for your child
- ◆ Tuition Agreement
- ◆ Student Cyber Safety Agreement
- ◆ Refund Agreement
- ◆ Indemnity Document for a Student Living with a Homestay Caregiver (if applicable)
- ◆ International Student Homestay Caregiver Agreement (If applicable)
- ◆ Arranged payment of \$1,000.00 deposit or payment of full school fee
- ◆ Copy of student's passport
- ◆ Copy of parents' passport
- ◆ Receipt of application for student visa from Immigration, or
- ◆ Copy of Student visa