

Application to Enrol as an International Student Tuition Agreement

Name of the Student: _____
(First name) (Last name)

Date of Birth: __/__/____

Preferred Name: _____

Ethnicity: _____

Date of entry into New Zealand: __/__/____

Length of stay in New Zealand, from __/__/____ to __/__/____

The student named above will be living with a parent: Yes/No

The student named above will be living with a *legal guardian: Yes/No

Details of the parent living with the named student (above) while in NZ

Name of parent/*legal guardian: _____
(First name) (Last name)

New Zealand address: _____

Phone: _____ Mobile: _____

Emergency Contact details: _____
(First name) (Last name)

New Zealand address: _____

Phone: _____ Mobile: _____

* Evidence of Legal Guardianship must be provided to the school

**Verification
(office use
only)**

Passport, visa,
student visa
and/or student
permit
photocopied

Parent's/Legal
Guardian's
passport
copied

Proof of
address
copied

All international students enrolled at South Wellington Intermediate School must have medical and travel insurance for the duration of their stay in New Zealand.

Are there **any** medical conditions that the student has? (Note these in the box below. Include asthma, allergies, mental health and medical conditions) **Failure to disclose a medical condition may result in the cancelation of the student's placement.**

Medical and
travel
insurance
details
checked and
copied

What type of medical and travel insurance does the student have for the total duration of their stay in New Zealand? **Medical and Travel insurance are MANDATORY and must cover the entire period of travel to and stay in NZ.**

Medical Insurance: Policy Number: _____

Type: _____

Travel Insurance: Policy Number: _____

Type: _____

South Wellington Intermediate School agrees to provide tuition and pastoral care support (in accordance with the Code of Practice for the Pastoral Care of International Students) for:

Name of International Student

For the period of: Start date: __/__/____ **End date:** __/__/____

Principal's Signature: _____

Dated: __/__/____

Application
Approved

Copy of signed
contract given
to applicant



Tuition fees:

Fees are set at **\$375** per week (including GST)

There is also a one-off, non-refundable, administration payment set at \$495 (including GST)

Period of Tuition: Start date: __/__/____ End date: __/__/____

Tuition Fee: \$375 X ____ (number of weeks) Total: \$_____

*Homestay Fee \$55 per night X ____ (number of nights) Total: \$_____
Administration Fee: + \$495

Total Payable: \$_____

***If applicable**

Payments must be made into the South Wellington Intermediate School Bank Account number: 12-3223-0038309-00 and use the student's surname as the reference.

Received by: _____

Date: __/__/____

Parents/Legal Guardians please complete the following:

I have been informed of and received a summary of the Code of Practice for International Students. (See below) YES/NO

I have been informed of all the costs involved with the enrolment and the school's policy regarding fee protection and refunds. (See below) YES/NO

I have received a copy of the school's Prospectus (available online) and Policies relevant to International Students (see below) and have read and understood these. YES/NO

- I agree that all disputes will be dealt with in accordance to New Zealand Law
- I confirm that all of the information contained in this application is true and correct to the best of my knowledge
- I will inform the school if there are any changes to the details of this application

Parent/Legal Guardian's signature: _____

Date: __/__/____

Paid in full

Receipt issued

International Students Procedure

Rationale:

To clarify the procedures and circumstances under which South Wellington Intermediate School (SWIS) will enrol international (fee paying) students.

Purpose:

To ensure that the students at SWIS enjoy the advantages that the International Student brings
To facilitate the attendance of International Students who wish to attend this school

Guidelines:

- This policy is to be read with the **Refund Conditions for International Students Student's Policy** which is found within this document
- Children from non-English speaking backgrounds will participate in the school's ESOL programme
- Children will be placed in an age appropriate classroom
- The number of International Students will be limited to a maximum of 10 at any one time.
- All International Students will live with their parents or legal guardian and proof of this is to be provided by the family or the Contracted Agent.
- All staff involved with the student will receive appropriate professional development
- The Principal has full discretion to accept or decline any International Student

This procedure is to be read in conjunction with the [Procedure for ESOL students](#).

Application Requirements and Procedures:

The applicant must complete the **International Student Application for Enrolment form** and produce the following documents before the application can be processed:

- Passport
- Student visa/permit
- Copies of recent school report with verified English translation
- Evidence of Medical and Travel Insurance
- Information on any medical conditions or learning difficulties (*if applicable*)
- Administration fee: NZ \$495 (*non-refundable*)

Procedures once an application has been received:**If Student is overseas:**

1. Documents are checked and assessed
2. Offer of Placement is made and fees invoice sent
(*Fee payment by Bank Transfer into School Account is recommended*)
3. Fees received and evidence of Medical and Travel insurance sighted and copied
4. Offer of place is confirmed

If the student is in New Zealand:

On receipt of a completed enrolment application, the parents will be informed of an interview time.

This interview will involve:

- The prospective pupil and parents
- A translator (*if required - please inform us WELL in advance if this is needed*)
- The Principal or nominated deputy

The interview will consist of:

- Tour of the school
 - Explanation of the **Conditions of Acceptance** (*see below*)
 - Explanation of the classroom organization and daily programme
 - Ensuring the parents understand the Code
 - Sharing of behavioral expectations for the student/s
 - Answering any questions the family may have.
1. Parents will be informed in writing of school's decision within 7 days of the interview if applicable
 2. If there are no current available places, the parents will be notified and will be given the option of being placed on a waiting list.
 3. When a place becomes available, they will be notified and given 14 days to accept or decline the placement.
 4. Placement in a particular year level or class is at the discretion of the Principal. This may be dependent upon class numbers, English language proficiency and any other school assessments.
 5. If application is accepted parents have 14 days to accept the placement by paying the fees. Once the fees have been received and receipted by the school, an Offer of Place letter will be given to attend **South Wellington Intermediate School**.

Conditions of Acceptance:

- In addition to the conditions listed here, all conditions that are part of the contract with parents, the fees refund policy and other school policies also apply.
- Although an elementary level of English is desirable no student will be refused acceptance due to their level of English, as all levels of English proficiency are catered for at **South Wellington Intermediate School**.
- Students and parents/legal guardians must accept and abide by rules regarding behaviour and conduct that apply to all students. Unacceptable behaviour may result in the termination of tuition.
- Students must observe the laws of New Zealand.
- Students must observe the conditions of their Visa and Student Permit. If a student breaks the terms of the visa/permit, the school will report the fact to the New Zealand Immigration Service, which may result in the student having to leave New Zealand.
- Because class placements are decided on the evidence of assessment after arrival in New Zealand, all information given before enrolment about placement on courses and in classes is provisional. The school reserves the right to adjust placements and individual programmes at any time.
- The student will attend the school on all occasions when it is open unless prevented by illness or other urgent cause of absence.
- Tuition may be terminated if the student fails to comply with the school rules or breaches the conditions of their visa.
- Tuition fees will be paid in full before enrolment, or before enrolment is renewed (whichever applies).
- All additional costs (as outlined in the school prospectus) will be paid promptly, as required.
- The conditions of the Fee Refund Policy will be accepted
- All students are required to have travel and medical insurance for the duration of their period of enrolment. Proof of insurance must be provided and show that the insurance cover purchased is adequate. The school will keep a record of the policy number/s.
- South Wellington Intermediate School confirms that _____
(student's name) accommodation is compliant with the Code of Practice for the Pastoral Care of International Students.
- All disputes will be dealt with in New Zealand law.
- The school's complaints procedure for international students will be used to deal with grievances.
- The student and/or parents will provide academic, medical and other information that is relevant to the wellbeing and course placement of the student.

CHANGE OF ADDRESS

- Parents must inform the school of their address, telephone numbers, fax number and e-mail address.

Summary of the Code of Practice of International Students.

Introduction

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for. New Zealand educational providers have an important responsibility for international students' welfare.

This section provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

What is the Code?

The Code is a document which provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

When does the Code apply?

The Code commences on the 31st of March 2002. Educational providers then have six months to sign the Code. Between the 31st of March and the 30th of September 2002, you will need to check with the Ministry of Education if your provider is a signatory to the Code.

Who does the Code apply to?

The Code applies to all education providers in New Zealand with students enrolled on international study permits. The Code is mandatory to these providers and must be signed by them.

What is an "international student"?

An "international student" is a foreign student studying in New Zealand.

How can I get a copy of the Code?

You can request a copy of the Code from your New Zealand educational provider. The Code is also available online from:

<https://www.education.govt.nz/our-work/legislation/regulations-to-support-international-students/>.

How do I know if an educational provider has signed the Code?

The New Zealand Ministry of Education will maintain a register of all signatories to the Code. This list will be available from www.minedu.govt.nz/goto/international. If the educational provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

What do I do if something goes wrong?

If you have concerns about your treatment by your educational provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further.

If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

A summary of the Code of Practice for the Pastoral Care of International Students

The Code sets standards for educational providers to ensure that:

- high professional standards are maintained
- the recruitment of international students is undertaken in an ethical and responsible manner
- information supplied to international students is comprehensive, accurate, and up-to-date
- students are provided with information prior to entering into any commitments
- contractual dealings with international students are conducted in an ethical and responsible manner
- the particular needs of international students are recognised
- international students under the age of 18 are in safe accommodation
- all providers have fair and equitable internal procedures for the resolution of international student grievances
- Full details of what is covered can be found in the Code itself.

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

What will the IEAA do?

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on educational providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and / or requiring that remedial action be undertaken.

The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate.

The educational provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel.

The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

What can the Review Panel do?

The Review Panel can remove or suspend an educational provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

What is the International Education Appeal Authority (IEAA)?

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their educational provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

How can I contact the IEAA?

You can contact the IEAA at:

The International Education Appeal Authority,
Ministry of Education,
Private Bag 32 001
Panama St
Wellington
New Zealand.

Phone: (64 4) 462 6660

Fax: (64 4) 462 6686

Email: info.ieaa@minedu.govt.nz

Refund Conditions for International Students Policy

If a student withdraws from his/her course of study before the completion date, he/she may be eligible for a refund of tuition fees. The following procedures and guidelines would apply:

To be eligible for any refund:

- The parents must apply in writing to the Board of Trustees setting out the special circumstances of the claim within one month of the last day of attendance.
- **If the application is made before the start of the course:**
Fees will be refunded in full less the administration charge of **\$495**.
- This includes if a student is not granted a student permit to attend **South Wellington Intermediate School**.

If the application is made after the start of the course, but before the second half of a course:

Fees will be refunded less:

- An administration charge of **NZ\$495** (GST inclusive)
- Costs to the school already incurred for tuition
- Components of the fee already committed for the duration of the course
- Specialist fees
- Appropriate proportions of salaries for teachers and support staff (if applicable)
- Costs already incurred for the use of facilities and resources
- Any other costs already incurred

If the application is made after the second half of a course:

- There will be no refund except under exceptional circumstances.
- *(See also Compassionate Refunds below)*

Compassionate Refunds

- In exceptional circumstances, refunds may be granted on compassionate grounds, (e.g. death of a close family member, serious illness, accident).
- All such refunds will be at the discretion of the Principal and the Board of Trustees,

If an international fee-paying student gains residency during the course:

- No further fees are to be paid and a refund may be made on the unused portion of the prepaid fees. The new resident will then abide by the school enrolment scheme if one is in place. Documentation of residency must be provided within 14 days of it being granted.

The Board of Trustees will make no refund:

Where a student has been stood down, suspended or excluded

- Where a student returns home for any reason other than serious illness or death of a close family member.
- If the enrolment application is found to be inaccurate in any way and the contract is terminated.

Circumstances in which Tuition may be terminated:

1. Where a student is absent or consistently truanting from school then the signatory will terminate the enrolment.
2. If a student's behaviour is of an unacceptable level, then a meeting with the student, the parents and the school will be arranged. If the behaviour does not improve, written notification will be given to the parents warning of the danger of termination of the enrolment. If there is no further improvement, the parents and the student will be notified in writing that the student must leave at the end of that term, or earlier if the school decides, and will not be eligible to return the following term. There will be no refund of fees paid if this occurs.
3. An acceptable level of behaviour would be seen as following the school rules and the school 'Code of Conduct' as provided to each student. These will be shared with the parent/s and student/s at the interview

Medical and Travel Insurance Policy**Requirements:**

- All students are required to have appropriate Medical and Travel Insurance as specified in the Code of Practice.
- The school shall advise all prospective students about Medical and travel Insurance requirements in the information booklet and the offer of place letter.
- Students purchasing insurance through a New Zealand insurer should purchase insurance at the time of fee payment and before they travel to study at South Wellington Intermediate School.
- Where insurance is provided from a New Zealand company policy details should be provided in the student's first language where possible.
- In the case of overseas policy providers students must provide South Wellington Intermediate School with the policy details in English before the students travel to South Wellington Intermediate School.

Verification of Policies

- As part of the verification process, South Wellington Intermediate School shall ensure that:
 1. the insurer/re-insurer is a reputable and established company with substantial experience in the Travel Insurance business, and has a credit rating no lower than A from Standard and Poors, or B+ from A M Best.
 2. The insurer is able to provide emergency 24 hour, 7 day per week cover.
 3. Students have a 'certificate of currency' and policy wording from the insurance company stating that the student has purchased the cover for the duration of the planned period of study. The certificate and policy working must also detail medical sums insured, repatriation benefits etc.

Where a student is not in possession of an appropriate and current medical and travel insurance policy South Wellington Intermediate School undertakes to:

- Advise the student of the medical and travel insurance requirement.
- Provide time for the parent/s to access the appropriate insurance policies.

Recording of Policy Details

For each student South Wellington Intermediate School shall record the:

- Name of the insurer
- Policy number
- Policy start and end dates