

ONCE ENROLLED:

- First language Support/Counselling on inquiries about pastoral care is accessed through teaching staff using an interpreter when needed. Access to outside agencies is arranged by the school if necessary.
- A buddy is appointed to assist with orientation.
- Students are withdrawn and provided with English lessons in small group situations on a regular basis.
- All other tuition follows the N.Z. curriculum, and students are expected to take part in all aspects of this including P.E. and outdoor education programmes.
- An initial student assessment is administered to determine appropriate placement within an instruction group using the M.O.E criteria outlined in the E.S.O.L
- Assessment Guidelines.
- English instruction is provided by a designated ESOL teacher.
- If a student has a problem with a subject, friends or any other matter, they should tell the class teacher or E.S.O.L teacher.
- If there is a problem with the class teacher or any other teacher they should speak to the syndicate leader. If the problem remains, they or their parents can make an appointment with the Principal. In addition, there is a grievance procedure to follow which is attached to the 'Complaints Policy' in the School Administration folder. This is displayed on the notice board in the foyer.
- A 'Safe Arrival' procedure operates on a daily basis and if a child is going to be absent for the day or any other specified time, parents are required to inform the school.
- For frequent non-attendance, NETS is contacted.

TERMINATION OF ENROLMENT:

The Board of Trustees may terminate tuition:

- In the event of continual misbehaviour unable to be solved through the 'Discipline Plan', a criminal act, or the school being unable to provide for a student's needs.
- When a full and accurate disclosure of a health problem is not given.
- If a student is found to be living with someone other than the parent.
- If the school is not advised immediately of any change in contact details and residential address.

I have read and understand this 'International Student Information Brochure' and agree to adhere to the terms and conditions outlined.

Name of Parent _____

Name of Student _____

Signed by Parent _____



International

Student

Information

Brochure

CODE:

Hauraki School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available on request from NZQA website at www.nzqa.govt.nz

IMMIGRATION:

Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from New Zealand Immigration and can be viewed on their website at <http://www/immigration.govt.nz>

ELIGIBILITY FOR HEALTH SERVICES:

Most international 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 <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 <http://www.acc.co.nz>

MEDICAL AND TRAVEL INSURANCE

International students must have appropriate and current medical and travel insurance while in New Zealand. A recommended insurance provider is Unicare and can be contacted on www.unicare.org/master.html available in 16 languages.

FEES:

For each student here is:

- \$3,125.00 tuition fee per term (incl. GST). \$12,500 per year (incl. GST).
- \$30 - \$80 cost of stationery at the beginning of each school year.
- \$200 an approximate cost of school uniform.
- Activity Fund at the beginning of each term to cover trips, visiting speakers and incidental curriculum expenses (up to \$30 per term).
- Rental for uniform if member of a sports team (\$10).

ENROLMENT:

- A Hauraki School enrolment form must be completed on enrolment proving that a student lives with his/her parent/s.
- Only students living with parents will be considered for enrolment.
- Normally only students intending to be enrolled for a period of longer than 3 months are considered.
- Schools must be notified of any change in their contact details, immigration status, residential address and accommodation type.
- No specified level of English proficiency applies.
- Students will only be accepted if there is deemed to be space at the year level concerned and at the discretion of the Principal.
- Start date will be advised on acceptance.
- At least two terms' fees must be paid. At all times fee payment must be at least one term in advance.
- All students are provided with the brochure "Code of Practice for the Pastoral Care of International Students", also available at www.minedu.govt.nz/international
- All students must have Travel and Medical Insurance cover for the duration of their enrolment period.

REFUNDS:

- Refunds will not be granted unless exceptional circumstances apply as deemed by the Board of Trustees. Any requests regarding refunds should be put in writing to the Board.

WHEN ENROLLING:

The following information is given to assist with orienteering students and families to Hauraki School.

- Parents and students are taken on a tour of the school.
- If possible, the prospective student and parent are introduced to the class teacher.
- Aspects of the school and classroom environment, timetable, and day to day running of the school are explained but are also contained in the School Prospectus.
- The 'Discipline Plan' is outlined.
- Enrolled students are placed in a mainstream classroom normally with the year level which most closely correlates with their chronological age.

Hauraki School Enrolment Form for Fee Paying Students

SURNAME _____ **FIRST** _____ **PREFERRED NAME** _____
Gender Male/Female **Date of Birth** _____
 Day / Month / Year
Address: _____
 Phone No. _____

Eldest Child at this school: Yes / No Place in Family ___ out of ___
Intended enrolment period _____

Parent / Caregiver Details
Father/Caregiver 1

Name: _____
Employer: _____
Occupation: _____ **Email:** _____
Work Phone: _____ **Mobile Number:** _____

Mother/Caregiver 2

Name: _____
Employer: _____
Occupation: _____ **Email:** _____
Work Phone: _____ **Mobile Number:** _____

Child lives with (please tick one)

Both parents _____ Mother _____ Father _____

Emergency Contact (Other than parents/ caregivers)

Name: _____
Address: _____
Phone No: _____ **Mobile Phone No:** _____

Name of Medical and Travel Insurer _____
Policy Number: _____
Expiry Date: _____

Ethnic Background

Nationality _____ **Home Language** _____
If not NZ Citizen, entered NZ on _____
Ethnic Group (Please tick one of the following)
 Indian _____
 European/Pakeha _____
 Middle Eastern _____
 Other (please specify) _____
 Chinese _____
 Eastern European _____
 Korean _____

Medical Information

Doctor: _____
Address: _____
Phone No: _____
Does your child have any other allergies or medication requirements, or any other health/behavioural concerns that may affect your child's learning?

I give permission for the school to sanction any required emergency medical treatment and agree to abide by the Board of Trustees policies. I/we have read and understood the above information.

Signed: _____ **Date:** _____

OFFICE USE ONLY

Start Date: _____
Year _____ **Room** _____ **Teacher** _____ **House** _____
Enrolment No. _____ Entered in School Records _____

HAURAKI PRIMARY SCHOOL

AGREEMENT TO PROVIDE TUITION SERVICES

BETWEEN

HAURAKI PRIMARY SCHOOL AND THE APPLICANT

Name of Applicant _____

Address of Applicant _____

WHEREAS

- A. The Applicant is the Parent of _____
Student's Name
- B. The Applicant has made application for tuition of the Student in New Zealand and wishes the student to attend the school.
- C. The applicant confirms that he/she is not resident in New Zealand and agrees to advise the School of the days present in New Zealand.
- D. The School has agreed to enrol the Student upon and subject to the terms and conditions herein after set out.

AGREED AS FOLLOWS:

1. THE SCHOOL'S OBLIGATIONS

- 1.1 The School shall:-
- a. Provide tuition to the Student in accordance with the New Zealand Ministry of Education Code of Practice for the recruitment, welfare and support of international students.
 - b. Have no responsibility for the Student outside school hours.
 - c. Use its best endeavours to ensure the safety, health and well-being of the Student and in doing so shall not be liable for:
 - i. Any damage or harm caused to the Student or the Student's property while attending the school.
 - ii. Any damage or harm caused to the Student or the Student's property arising out of the Student's home address.
 - iii. Any damage or harm caused to the Student or the Student's property outside of normal school hours. In the case of the Student's property, shall not be responsible for any damage to such property that may occur outside the School's premises.

2. APPLICANTS OBLIGATIONS:

- 2.1 The Applicant shall:
- a. Pay to the School the tuition fees in the manner agreed to by both parties.
 - b. Provide the School with such academic medical or other information relating to the well-being of the Student as may be requested from time to time by the School.
 - c. Provide proof of Medical and Travel Insurance.

3. AUTHORISATIONS

- 3.1 The applicant hereby irrevocably appoints and authorises the Principal of the School (or such other person as may be appointed by the Board of Trustees of the School) to:
- a. Receive information from any person, authority or corporate body concerning the Student including, but not limited to, medical, educational or welfare information.
 - b. Provide consents in respect of any activity carried out and authorised by the School.
 - c. 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 reasonable practical to contact the Applicant.

d. To take whatever steps are necessary to ensure the Student complies with School rules and policies set down by the School.

e. To obtain at any time from any person or entity any information required to process and/or accept the application for tuition or to perform or complete the School's various obligations under this agreement.

4. LIMITATION OF LIABILITY

4.1 In no event shall the School's liability exceed an amount equal to the amount of tuition fees paid by the Applicant.

5. TERMINATION

- 5.1 a. Either party may terminate this agreement.
- b. Upon termination of this agreement one's refund will only be made in accordance with the Policy.

6. MISCELLANEOUS

6.1 **Force Majeure:** Neither party shall be in default or in breach of their obligations under this agreement to the extent that the performance of those obligations is prevented by an event of force majeure. Force majeure means an event beyond the reasonable control of the party seeking to rely on the force majeure.

6.2 **Governing Law:** The agreement shall take effect in accordance with the domestic laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this agreement the Applicant irrevocably submits to the exclusive jurisdiction the Courts of New Zealand, and agrees that proceedings may be brought before any court including any forum constituted under the Arbitration Act 1996 within New Zealand and waive any objection to proceedings in any such court or forum constituted under the Arbitration Act 1996 within New Zealand on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

6.3 **Entire Agreement:**

- a. This agreement shall consist of:
 - i. the application for tuition in New Zealand.
 - ii. the Tuition Agreement including any Schedules annexed thereto.
- b. This agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements.
- c. The terms of this agreement may be changed at any time by the School in writing to the applicant and any such change in terms shall be notified to the Applicant in writing.

7. THE PRIVACY ACT

7.1 The Applicant acknowledges that:

- a. Personal information of the Applicant and/or Student collected by the School may be held, used and disclosed to third parties to enable the School to:-
 - i. process the application for tuition;
 - ii. provide tuition to the Student;
 - iii. provide the Student and/or Applicant with advice or information concerning products and services the School believes may be of interest to the Student and/or Applicant; and
 - iv. a) to enable the school to communicate with the Student and/or Applicant for any purpose.
b) all personal information provided to the School will be held by the School.
c) failure to provide any information requested in the application for tuition may mean School is unable to process the application.

7.2 The Student/Applicant has the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the School concerning them.

SIGNATURE OF APPLICANT: _____

DESIGNATION OF APPLICANT: (Circle) Parent

SIGNATURE FOR HAURAKI PRIMARY SCHOOL: _____

DESIGNATION: _____ DATE: _____

