



The School

In accordance with the 1989 Education Act, section 75, the Board of Trustees controls the school, except to the extent that any enactment or the general law of New Zealand provides otherwise. Campbells Bay is a state, co-educational contributing school covering Years 0 – 6. The school was established in 1925 with a roll of 16 students. The roll is around 800 students currently.

Education : A Partnership

We place great emphasis on the partnership that exists between the home and the school in the education of your child. We believe that education is a co-operative effort.

Communication is of vital importance in developing this partnership. We have a variety of ways of communicating with one another. These include:

- Parent/Teacher interviews in March and July to discuss progress.
- Mid-year written statements are issued in conjunction with the parent/teacher interviews in July.
- Written reports in December summarising the year's work.
- Termly meetings with the Director of International students and our international parent families
- Termly meetings with the Director of International students and our international students
- Newsletters on Monday to keep you up-to-date with school news and activities.

Should you wish to see your child's teacher about a matter relating to school, please arrange for an appointment by either writing a note to the teacher or contacting the school office to leave a message for the teacher. Appointments can be made at the office to meet with either Deputy Principal, Nikki Ulrich and Rachael Aitken, or the Director of International students, Rachael Aitken.

Terms and Conditions of Enrolment at Campbells Bay School

International Student Contract

Enrolments

1. All enrolments are subject to the following conditions, which become legally binding on confirmation of acceptance by the School.
2. All students must live with at least one biological parent while studying at Campbells Bay School. The parent that is living with the student in New Zealand must have a Guardian Visa and Permit for the duration of the student's study at Campbells Bay School. Students are not to live with designated caregivers or guardians. Should a student be found not to be living with a parent, the school is required to notify the Immigration Department and the student permit may be revoked.
2. Parents / student must inform the school of any sickness, behavioural problems, disability or special education needs before enrolment.
3. Parents must inform the school if any contact details change, i.e. parents address, telephone number etc.
4. All enrolments are subject to a one month probation period from the first day of attendance at Campbells Bay School. The school reserves the right to terminate the contract at the end of this period after assessing the academic progress, the general wellbeing and happiness of the student.
5. All enrolments are subject to the student holding a current student permit to study at Campbells Bay School.

Academic Programme

1. The school shall provide tuition in accordance with the New Zealand Ministry of Education Code of Practice for the recruitment, welfare and support of international students.
2. The suitability of the academic programme offered and level will be reviewed one month after commencement. The school reserves the right to make appropriate changes at this time.

Fees

1. There is an enrolment fee of \$300 which is non-refundable. This amount is required to be paid when submitting an enrolment application for an international student.
2. The full fee for tuition is \$11,600.00 + GST for four school terms. This money is payable in advance.
3. The tuition fee includes the following:
 - Tuition as specified in the school timetable and as per clause 1 of Academic Programme
 - All text books and supplementary teaching materials
 - Stationery requirements
 - ESOL programme
 - School counselling services
 - Orientation programme
4. Additional costs will be:
 - Uniform costs
 - Examination fees
 - Extra-curricular activities, e.g. sports teams, music lessons.
 - Year 6 and Year 5 Camps
 - Travel and Medical Insurance

Refunds

1. Once a student has commenced study at Campbells Bay School, refunds will only be made in exceptional circumstances and according to the school Refund Policy attached.
2. Student fees are protected in the unlikely event of the school being unable to fulfil its commitment under this agreement.

School Rules and Attendance

1. Acceptance and compliance with school rules is a contractual obligation on the part of the student.
2. The school has a published timetable and it is an obligation of the student to attend on all school days and be on time.
3. Absence or late attendance requires the parent of the student to phone the safety check phone number and leave a message.
4. Continued unexplained absences will lead to a warning and if absences persist this contract will be terminated and the student permit withdrawn.
5. Students are obliged to comply with the laws of New Zealand. Failure to do so, or to comply with the school rules may lead to termination of the student's contract.
6. In such circumstances a report would be made to New Zealand Immigration and could result in the withdrawal of the student permit.

Liability and Insurance

1. The School is not liable for any loss, damage, illness or injury to persons or property however caused, except where such liability is imposed by statute.
2. The student must prove that he/she has adequate medical, personal loss and travel insurance throughout his/her stay in New Zealand.

New Zealand Code of Practice

The 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 School or from the New Zealand Ministry of Education website at www.minedu.govt.nz

Validity

These Terms and Conditions of Enrolment are valid from **3 February 2014**.

For the enrolment of They are subject to the laws of New Zealand and the English language version is legally binding in all cases.

I have read, understood and accepted the above Terms and Conditions of Enrolment and understand that failure to comply with any of the above terms could result in this contract being revoked. I have read and understand the attached refund and fee protection policies.

Signed (Father / Mother) Dated

Signed (School Representative) Dated

Internal and External Grievance Procedures for International Students

Internal

Enrolment Appeals

Should an applicant wish to appeal if they are not accepted into the school, it will be necessary to put an objection in writing. This letter should be given to the Director of International Students. The appeal will be considered by the Principal who is responsible for enrolments at Campbells Bay School.

Financial Appeals

Should a student's family wish a refund of any part of the school fees for any reason which does not comply with the International Student Fees Refund Policy (given at the time of application) then written explanation for the refund must be given to the Director of International Students. Each case will be considered by the Director of International Students and the Principal.

Welfare

Personal Grievances

Refer to a copy of the Campbells Bay School policy on Complaints.

If there are any incidents of personal grievance by an international student, such as offensive comments or behaviour toward the student, an immediate report must be made to the Director of International Students and an investigation will take place. Councillors and senior staff may be involved in dealing with the complaint. A full written report on the incident will be made and given to the parents and Designated Caregivers. Follow up support will be provided.

Any allegations made by an international student regarding treatment in or out of class by a teacher/staff member will be investigated by the Director of International Students in conjunction with other staff members. Should allegations be substantiated, the Principal will act to support the student in any way possible.

Complaints regarding conduct of International Student Department staff

Should there be any alleged impropriety by the Director of International Students, formal written complaints must be lodged with the Principal for further investigation.

External

If students or their families have any concerns they should first approach the Director of International Students. Since Campbells Bay School is a signatory to the Code of Practice, any breach of the Code can be reported to the Appeals Authority in the Ministry of Education.

The Authority adjudicates on complaints related to recruitment, welfare and support received from international students, parents and guardians. The authority cannot consider complaints on academic matters. A hearing will take place and remedial action may be recommended.

International Educational Appeals Authority

The International Education Appeals Authority (IEAA) is established to receive and adjudicate on complaints received from international students or their authorised agents/representatives concerning alleged breaches of the Code.

International students who consider that the services provided by Campbells Bay School do not satisfy the requirements of the Code may seek redress through the IEAA when they have exhausted the internal grievance procedures of Campbells Bay School. See section Part 7 (Section 23) of the Code of Practice.

Immigration Requirements for International Students

International student enrolments for more than three calendar months are subject to the student obtaining a current student permit which is endorsed with Campbells Bay School as place of study. The biological parent that is to live with the student to study at Campbells Bay School must obtain a Guardian Visa and Permit for the duration of the student's time at Campbells Bay School.

As signatories of the Code the Practice, Campbells Bay School will comply with section 40(1) of the Immigration Act 1987 which provides that every person conducting any course of study of training commits an offence who allows or continues to allow any other person to undertake the course knowing that other person does not have the required permit. Campbells Bay School will follow the procedures set out in the New Zealand Immigration Service (NZIS) guidelines and advise NZIS immediately if an international student's enrolment has been terminated.

Full details of visa and permit requirements can be viewed on their website at www.immigration.govt.nz .

International Student Fees

The annual fee for international students is \$11,600.00. This is exclusive of GST, agent fees and uniform costs incurred.

In order to confirm your place as an international student at Campbells Bay School you are required to pay the full amount of the annual fee or you may pay the annual fee in two six monthly instalments. The enrolment is subject to this amount being paid to Campbells Bay School office.

International Fee Protection Policy

The School has a fee protection policy which ensures that should there be any reason why tuition is not able to continue to be provided for an enrolled student, the remaining student tuition fees for the academic year will be refunded. This protection policy is in compliance with Part 4 (Section 11) of the Code of Practice for the Pastoral Care of International Students.

International Fees Refund Policy

The School has an International Fees Refund Policy.



CAMPBELLS BAY SCHOOL
APPLICATION TO ENROL AS AN INTERNATIONAL STUDENT

Name of Student: _____ **MALE/FEMALE** (*circle one*)
(Family Name) (First Name)

Preferred Name: _____ **Date of Birth:** _____

Ethnicity: _____ **Language spoken at home:** _____

Date of First Entry into New Zealand: _____

Name(s) of previous school(s) in New Zealand: _____

Dates of Attendance at those schools: _____

Length of time International Student wishes to enrol for: from _____ to _____

Contact details of parent/next of kin in home country:

Name: _____

Address: _____

Phone: _____ **Mobile:** _____

Fax: _____ **Email:** _____

Details of the parent the international student will reside with while attending Campbells Bay School: (all students must live with at least one of their biological parents while in New Zealand)

Name of Parent: _____
(Please Print Full Name)

New Zealand Address: _____

Phone: _____ **Mobile Phone:** _____

Emergency Contact in New Zealand: (These contacts are necessary in case of medical emergencies etc. where one of the parents cannot be contacted)

Name : _____

Phone: _____ **Mobile Phone:** _____

Name : _____

Phone: _____ **Mobile Phone:** _____

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 views on their website at <http://www.moh.govt.nz>

International Students enrolled at **Campbells Bay School** must be in good health.

- Does the International Student (named above) have good health? Yes No
- If No - please provide details: _____

Medical and Travel Insurance:

International Students must have appropriate and current medical and travel insurance while studying in New Zealand.

Does the student have a Medical and Travel insurance policy for the duration of his/her time of study in New Zealand? Yes No

Company: _____ Policy No: _____ Expiry date: _____

Campbells Bay School expects to be able to meet the learning needs of children enrolled at the school. Does the International Student (named above) have any special learning or behavioural needs? Details if applicable: _____ Level of understanding of English: _____	Yes No
I have been informed about and received a summary of the Code of Practice for International Students:	Yes No
I have been informed about all costs involved with enrolment and the school's policy regarding fee protection and refunds:	Yes No
I have received a copy of the school Prospectus and Policies relevant to International Students and have read and understood them	Yes No

- I have read understood and accept the policies, rules and procedures regarding International Students at **Campbells Bay School** and agree to abide by them.
- I agree that all disputes will be dealt with in accordance with New Zealand law.
- I confirm all the information contained in this application is true and correct to the best of my knowledge and belief:
- I acknowledge that the provision of false information or the withholding of relevant information may result in termination of enrolment.
- I will inform the school if there are any changes to the details of this application.

Please attach the following supporting documentation (translated into English language):

- Most recent school reports and examination results.
- Any testimonials in support of your application.
- Passport details (original to be sighted) – Child and parent.
- Copy of Birth Certificate or Family / Household Register

Parent's Signature: _____ Date: _____

Parent's Name: _____