



CAMPBELLS BAY SCHOOL

Not self, but service.
Ko te ratonga te tuatahi, ko koe te tuarua
Est. 1925

International Student Application

Thank you for choosing Campbells Bay School.

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 900 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 or email to the teacher or contacting the school office to leave a message for the teacher, please indicate when you require an interpreter to assist you at the meeting and the school will provide one. Appointments can also be made at the office to meet with Nathan Janes, Director of International Students and Associate Principal.

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.
3. Parents / student must inform the school of any sickness, behavioural problems, disability or special education needs before enrolment.
4. Parents must inform the school if any contact details change, i.e. parents address, telephone number etc.
5. 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.
6. 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 administration fee of \$300 + GST 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 from 2018 is \$12,000.00 + 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
 - Annual family trips
 - \$150.00 worth of uniform upon each year of enrolment
 - Swimming lessons
4. Additional costs will be:
 - Additional uniform costs
 - 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. Should the student not adhere to the school rules their continued enrolment at the school is subject to review, with possible exclusion.
2. The school day starts at 8.55am until 3.00pm 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 **01 July 2017**.

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.

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 of 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 or 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 \$12,000.00. 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 FOR ENROLMENT AS AN
INTERNATIONAL STUDENT

STUDENT DETAILS:

FAMILY NAME:	FIRST NAME/S:
PREFERRED NAME: <i>Will be known by this name at school</i>	
DATE OF BIRTH:	GENDER: MALE / FEMALE
ETHNICITY:	LANGUAGE SPOKEN AT HOME:
LENGTH OF TIME INTERNATIONAL STUDENT WISHES TO ENROL FOR:	
START:	FINISH:
PREVIOUS SCHOOL (if in NZ):	
DATE OF ATTENDANCE AT THAT SCHOOL:	

PARENT INFORMATION:

All International Students must live with at least one of their biological parents while in New Zealand

FATHER: FAMILY NAME:	FIRST NAME:
EMAIL ADDRESS:	
MOTHER: FAMILY NAME:	FIRST NAME:
EMAIL ADDRESS:	
ADDRESS IN HOME COUNTRY:	

WHO IS STAYING WITH THE STUDENT FOR THE DURATION OF THE TUITION:
MOTHER / FATHER

NZ ADDRESS:
<i>o I do not know, this information will be provided to the school before tuition commences</i>

EMERGENCY CONTACT INFORMATION:

EMERGENCY CONTACT IN HOME COUNTRY (must not be caregiver staying with child)	
NAME:	
PHONE NUMBER:	EMAIL:
EMERGENCY CONTACT IN NEW ZEALAND (must not be caregiver)	
NAME:	
PHONE:	EMAIL:

AGENT DETAILS (if applicable)

AGENCY NAME:

CONTACT PERSON:

EMAIL:

ADDRESS:

MEDICAL AND TRAVEL INSURANCE:

International Students must have appropriate and current medical and travel insurance while studying in New Zealand. A copy of the policy must be provided to the school. These must be in English.

COMPANY:

POLICY NUMBER:

EXPIRY DATE:

- o I have not yet taken out medical and travel insurance, but agree to do so and will provide proof of this to the school prior to tuition commencing

Medical Information:

Most International students are not entitled to publicly funded health services while in New Zealand. If you receive 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://moh.govt.nz>

Does your child have any pre-existing medical conditions or concerns? Yes / No

If Yes, please state:

Does your child have any allergies: Yes / No

If Yes, please state:

Does your child carry any medication for this allergy? Yes / No

If Yes, please state:

Campbells Bay School expects to be able to meet the learning needs of children enrolled at the school.

Does your child have any special learning or behavioural needs? Yes / No

If Yes, please provide details:

What is your estimate of your child's level of English? (Please circle)

No English

Beginner English

Some English

Fluent

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

Signed _____

I give permission for my child/ or his/her work to be photographed and displayed in school publications, including the website, school magazine and the newsletter

Yes / No

Signed _____

In accordance with the Privacy Act we are required to obtain you informed and signed consent to store and access the data on this form. In accordance with this would you please sign the following:

I give permission for the information to be stored and accessed by teachers and Administration Staff of Campbells Bay Primary

Yes / No

Signed _____

- 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 testimonial in support of your application.
- Passport details (original to be sighted) – Child and Guardian Parent.
- Copy of Birth Certificate or Family / Household Register.

Parents Signature: _____ Date: _____

Parents Name: _____