

Picture of student to be attached with this application

APPLICATION FOR FEE PAYING TUITION



DATE OF APPLICATION

A PERSONAL DETAILS OF STUDENT

Family Name Permanent Resident of

Given Name Nationality

Address of student at time of application Country of Birth

..... Date of Birth

..... Male/Female

..... First Language

B DETAILS OF THE PERSON OR AGENT WHO SHOULD BE CONTACTED ABOUT THIS APPLICATION

Give the name and address to which all correspondence regarding this application should be sent.

Name Telephone (Home)

Address (Mobile)

..... Fax

..... Email

C IS PAKURANGA COLLEGE REQUIRED TO ARRANGE HOMESTAY ACCOMMODATION FOR THE STUDENT?

Yes

No

D IF NO, WHERE WILL THE STUDENT LIVE IN NEW ZEALAND?

NAME AND ADDRESS OF CAREGIVER

Name Relationship to student

Address Names of any other people living at this address

.....

Telephone: (Home)

(Mobile)

Email

E DATE INTENDED TO COMMENCE STUDY AT PAKURANGA COLLEGE

F LENGTH OF INTENDED PERIOD OF STUDY AT PAKURANGA COLLEGE?

PAKURANGA COLLEGE

Pigeon Mountain Road, Half Moon Bay, Auckland 2012

Tel: (09) 534 7159 Fax: (09) 534 2365 info@pakuranga.school.nz

www.pakuranga.school.nz Principal: Mr Michael Williams M.Ed.Admin (Hons) B.Sc. Dip.Tchg



PAKURANGA
COLLEGE

TUITION AGREEMENT

This Agreement shall be signed on behalf of the Student by the parents of the Student.

School: **Pakuranga College** ("the School")

Student: ("the Student")

1. The School shall 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 an annual fee.
2. The Student shall comply with the rules and policies of the School and with the reasonable instructions of the teachers of the School.
3. The parents or guardians of the Student (the "Parents") authorise staff of the School to:
 - 3.1 receive information from any person, authority or corporate body concerning the Student including, but not limited to, medical, educational and welfare information;
 - 3.2 receive financial information relating to the Student including bank account details, debt and/or income of the Student;
 - 3.3 provide consents in respect of any activity carried out and authorised by the School;
 - 3.4 provide necessary consents on the Student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the Parents.
4. The Parents irrevocably authorise the Principal of the School to advise the Student's homestay hosts of all matters and information required to be provided to parents of any student under the laws of New Zealand. The Parents irrevocably authorise the School to obtain information regarding the Student from the homestay hosts. The Parents agree to appoint the homestay hosts as their agents in New Zealand to receive such information in substitution for the Parents.
5. The Parents agree to provide the School with academic, medical or other information relating to the wellbeing of the Student as may be requested from time to time by the School.
6. The School shall use its best endeavours to ensure the safety, health and wellbeing of the Student but shall not be liable for any damage or harm caused to the Student or the Student's property.
7. In any event, the School's liability in relation to the supply of tuition services to the Student is limited to the amount of fees paid by the Student for the provision of the services in respect of which liability arises.
8. Nothing in this agreement limits any rights the Parents and/or Student may have under the Consumer Guarantees Act 1993.
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 refunds policy for international students as outlined in Schedule 1 shall apply ("refunds policy").
10. It is acknowledged that all relevant provisions of the Education Act 1989 shall apply to the Student in New Zealand. Any decision under these provisions to expel or suspend the Student for a specified period shall terminate this agreement and the refunds policy shall apply. The Parents shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.

11. 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 other circumstances beyond its reasonable control.
12. Notices given under this agreement must be in writing and given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received five working days after posting.
13. This agreement contains all of the terms, representations and warranties made between the parties and supersedes all prior discussions and agreements covering the subject matter of this agreement.
14. This agreement shall be construed and take effect as a contract made in New Zealand and will be governed by New Zealand law, and the Student and Parents submit to the exclusive jurisdiction of the New Zealand courts.
15. The Parents and the Student acknowledge that:
 - (a) personal information of the Parents and/or Student collected or held by the School is provided and may be held, used and disclosed to enable the School to process the application for tuition, provide tuition and homestay services to the Student, provide to the Student and/or Parents advice or information concerning products and services the School believes may be of interest to the Student and/or Parents and to enable the School to communicate with the Student and/or Parents for any purpose;
 - (b) all personal information provided to the School is collected and will be held by the School at Pigeon Mountain Road, Bucklands Beach 2012; Tel: (09) 534-7159; Fax: (09) 534-2365;
 - (c) if the Student/Parents fail to provide any information requested in the application for tuition, the School may be unable to process the application;
 - (d) 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 Student's level of English (assessed on arrival in NZ) and academic record will be taken into account when determining acceptance and course placement. The Parents accept the right of the School to effect a change of course if this is seen to be in the best interests of the Student.
17. It is understood that the Student will attend regularly. The Parents and designated caregiver guarantee the good behaviour and regular attendance of the Student. Pakuranga College reserves the right to terminate this agreement and inform Immigration NZ if the Student fails to comply with Ministry of Education attendance requirements.
18. It is understood that this contract is current until the end of the school year in which the Student enrolls and may be renewed yearly subject to the satisfactory performance and attendance of the Student. The issuing of an invoice for a new period of tuition, and the receipt of fees for that period will be understood by both parties to constitute renewal of this contract for the period for which tuition fees have been paid.
19. The student and parents will accept and abide by the school's decision regarding accommodation suitability, and rules regarding accommodation. Should Pakuranga College have any concerns regarding the welfare of the child they may relocate the child to a home approved by Pakuranga College or may refer the matter to the relevant child welfare authorities or any other appropriate agency in New Zealand. Pakuranga College will advise the parent immediately if such a situation occurs. In the event that the student's behaviour in the home is considered unacceptable by the host family and the school, and if another suitable homestay cannot be found, the school reserves the right to terminate this agreement.

See www.pakuranga.school.nz/International - Terms & Conditions of Homestay Accommodation Procedures.
20. The student and parents accept and agree that whilst enrolled as an international student at Pakuranga College the student will neither own nor drive a car.
21. The parents give permission for the student to take part in activities outside the classroom that have been arranged by the school, activities undertaken with the homestay family and tours run by organisations specifically for International Students.

22. Students aged 17 years and under are not permitted to travel independently and unsupervised outside the Auckland area while holding a Student Permit/Visa for Pakuranga College. Students aged 18 years and over who wish to travel independently must consult with, and obtain permission from the Director of International Students at least one month prior to travel.
23. Should any significant physical or mental health concerns arise while the student is at Pakuranga College, the school will contact the parents as soon as possible to work towards a resolution. The school reserves the option of returning the student safely to the parents should this be deemed necessary.
24. If the student is involved in criminal activity, the school will contact the parents as soon as possible. The school reserves the right to terminate the student's tuition if appropriate.
 - We agree that we have disclosed to the college all special educational and health needs of the student prior to the signing of this agreement. We give the college permission to make a decision on the advice of a medical practitioner, in a medical emergency.
 - We acknowledge that this agreement may be terminated by the School if the enrolment of the Student is based upon any false declaration or information provided by the Student or their caregivers. We have read and understood the terms set out in this agreement including the attached schedules and agree to them.
 - We have read and understood the terms of the school policies listed below (www.pakuranga.school.nz) and undertake to abide by them:
 - Uniform Code
 - College Rules and Expectations
 - Cybersafety Use Agreement
 - We have read and understood the Accommodation Procedures and agree to accept the terms set out.
 - We consent to provision of access to the internet.
 - We consent to use of photographs of our student in school publications and website, if required.

Please outline any further relevant information that the school should be aware of:

.....

EXECUTION AND ACCEPTANCE OF TERMS

Mother's Name

Address

Email address

Telephone: (Home) (Work) FAX

Mother's Signature

Father's Name

Address

Email address

Telephone: (Home) (Work) FAX

Father's Signature

WITNESS **DATE**

(Not a family member)

Pakuranga College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from the Director of International Students, Pakuranga College or from the New Zealand Ministry of Education Website at <http://www.minedu.govt.nz>.

If there are concerns about a student's treatment then, under the terms of the Code of Practice, the Director of International Students should be contacted in the first instance so that the school's internal grievance procedures can be implemented.

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REFUNDS POLICY FOR INTERNATIONAL STUDENTS

1 Pakuranga College has fee protection insurance to safeguard international students' fees in the unlikely event of the school being unable to deliver the programme due to insolvency.

Eligibility

2 If the Student needs to withdraw prior to coming to New Zealand, the fees paid will be refunded in full minus the \$500 administration fee.

3 If the Student wishes to withdraw after arriving in New Zealand and commencing the subject, course or programme, no refund will be made except:

- where the Student returns home due to serious illness of the Student;
- where the Student returns home due to a death or serious illness of a close family member;
- where a parent gains Permanent Residence and the college is notified by the first day of Term 3.

In these circumstances, the refund will be calculated in accordance with paragraphs 4, 5 and 6.

4 If the Student leaves the school after completing part of a school term, and is eligible to claim a refund, there will be no refund of fees for that term.

5 In order to be eligible for any refund the parent or designated caregiver must apply in writing to the Board of Trustees setting out the special circumstances of the claim. Any refund will be based on the date that the letter of application for a refund is received.

6 Where the Student withdraws from a subject, course or any programme at the School and is eligible to receive a refund, the Board of Trustees may refund to the person who paid the fees in respect of the subject, course or programme any amount of the fees it thinks appropriate but any such amount will not exceed the sum of the following amounts:

- (a) the Board's best estimate of the cost to the School of providing tuition in the subject, course or programme for one student up to that time;
- (b) an amount that in the Board's opinion reflects the use made by one student in the subject, course or programme of the School's capital facilities;
- (c) the appropriate proportion of the amounts paid by the Board in respect of fee paying students; and
- (d) all other fees prescribed by the Board.

NB. No refunds will be made:

- where students are asked to leave the School because of misbehaviour, poor attendance or violation of the rules regarding motor vehicles;
- where students wish to leave the school or transfer to another school for whatever reason;
- where students return home for any reason other than the student's serious illness or death or serious illness of a close member of the family;
- where students' parents acquire Permanent Residence, Work Permits or Long Term Business Visas after the first day of Term 3;
- where fees have been paid for less than one whole year.

I have read and understood the Refunds Policy.

.....
Signature of Parent Date

Full Name (please print):

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This section is only to be completed if the student will live with a close family friend or relative.

DESIGNATED CAREGIVER'S AGREEMENT

PARENTS' SECTION

I acknowledge that I have decided to place my child within the care of the caregiver named below who has been appointed by myself, in order for them to attend Pakuranga College as an International Fee Paying Student. Accordingly I take full responsibility and accept the decisions made by my designated caregiver about the homestay placement and day to day requirements of my child. I understand that this caregiver must be approved by Pakuranga College prior to the student starting school.

Should this arrangement change, I undertake to inform Pakuranga College immediately.

Parent's Name

Parent's Address

Signed Date
Parent

DESIGNATED CAREGIVER'S SECTION

I am willing to be responsible for(name of student) for the length of time that he/she is a student at Pakuranga College. I undertake to be responsible for his/her attendance while at school, to ensure that the school is informed of any absence from school, to make any special requests on his/her behalf and to be generally responsible for him/her as a student of the school, including during school holidays. I agree to notify the Director of International Students immediately if the student is admitted to hospital or involved in a medical emergency. I agree with the parent that the student will neither own nor drive a car while a student at Pakuranga College. Should any circumstances arise that necessitate a change, I undertake to inform the school and find a family that is suitable to the student and the school who will assume these responsibilities. I agree that I (and my family members over 18 years of age) am willing to be police vetted by Pakuranga College, and I agree that the results can be shown to the student's parents, if necessary. I understand that a representative of Pakuranga College may visit my home twice a year.

I have read the attached Tuition Agreement and Accommodation Policy and agree to accept the terms set out in both documents.

Designated Caregiver's Name:

Relationship to student:

Address

Email Address

Telephone: (Home) (Mobile)

Signed Date
Caregiver

Witnessed by: Date:

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HOMESTAY AGREEMENT

Name:

I agree to:

1. Be polite and friendly to my homestay family and show respect for their property.
2. Keep my room tidy and make my bed.
3. Assist with the cleaning up after meals and help with the dishes when asked.
4. Advise my homestay mother at breakfast time if I won't be home for lunch (weekends) or the evening meal that night.
5. Arrive on time for all meals and advise my homestay family by 4:00pm if I will be late home.
6. Obtain permission from my homestay family if I intend to stay at a friend's place for the night/weekend. Inform the Homestay Co-ordinator.
7. Always ask my homestay family for permission before inviting a friend to come to my home to visit.
8. Ask my homestay family for permission to invite a friend to stay overnight.
9. Ask my homestay family for permission before using the telephone, and use a phone card or ring collect for International calls.
10. Not lend or borrow money, credit cards or cell phones.
11. Be considerate when using the telephone or internet as other members of the family may need to use them, and to pay for any extra telephone or internet expenses. Discuss with my family an acceptable length of time to be on the phone.
12. Never smoke cigarettes inside the house.
13. Not to buy or to consume alcohol, as I am under the age of 18.
14. Never use drugs of any kind not prescribed by a Doctor.
15. I am aware that alcohol abuse or being in the possession of or using illegal drugs or committing an illegal offence, could result in the termination of my enrolment at Pakuranga College.
15. Ask permission from my homestay family if I wish to go out after dinner. **Students are expected to be at home at night during the week unless they are at a school or family function.**
16. Inform the Director of International Students if I am going to be away from Auckland with my host family.
17. **Not purchase, own or drive a motor vehicle while enrolled at Pakuranga College.**
18. Notify the Homestay Co-ordinator if I need to change my homestay or if there are any problems. I understand that at least one week's notice (or payment in lieu) should be given to the homestay family.
19. Abide by curfew hours set by the family and school.

Host families are not expected to:

- Pay for toll or mobile phone calls.
- Insure the student's goods or pay for property the student damages or loses.
- Offer accommodation to visiting friends or relatives, although if this is possible the homestay may choose to offer this.

I accept that my Homestay family may decide to re-negotiate these rules with me, if appropriate.
When I sign this document I am aware that there will be consequences should I not keep to this agreement.

Signed:

Student Date.....
Parents Date.....

PAKURANGA COLLEGE

INTERNATIONAL FEE-PAYING STUDENT'S HEALTH RECORD



Year Level

Tutor Group

Male/Female

Could you please complete the following in **BLOCK CAPITALS**.

Student's Surname First Names

Overseas Contact: Name: Relationship to student:

New Zealand Contact: (if known)
Name: Relationship to student:

Telephone numbers (daytime):

Home: Work: Mobile:

Does your son/daughter have, or has he/she ever suffered from:	Please delete one	Details/Medication required at present
Asthma?	YES/NO (In the event of an asthma emergency, where your child does not have his/her medication with him/her, please sign your permission below allowing our emergency Ventolin inhaler to be used.) YES/NO Signature
Epilepsy?	YES/NO	If YES, when was the last seizure?
Diabetes?	YES/NO	
Insulin Dependent?	YES/NO	
Rheumatic Fever?	YES/NO	
Blood-borne viruses? (eg. Hepatitis, HIV)	YES/NO	
Glandular Fever?	YES/NO	
Tuberculosis?	YES/NO	
ADD, ADHD, Aspergers, Other?	YES/NO	Please state which.
Allergic reaction to stings	YES/NO	Local Reaction (red swollen skin) <input type="checkbox"/> Severe <input type="checkbox"/> Medication required <input type="checkbox"/>
Allergic reaction to medication	YES/NO	Which medication? Mild <input type="checkbox"/> Moderate <input type="checkbox"/> Severe <input type="checkbox"/> Medication required <input type="checkbox"/>
Allergic reaction to food	YES/NO	Which food? Mild <input type="checkbox"/> Moderate <input type="checkbox"/> Severe <input type="checkbox"/> Medication required <input type="checkbox"/>
Any other allergic reaction	YES/NO Mild <input type="checkbox"/> Moderate <input type="checkbox"/> Severe <input type="checkbox"/> Medication required <input type="checkbox"/>
Does your student carry an EPI pen?	YES/NO	
Does your student wear glasses/ contact lens/hearing aid?	YES/NO	Please state which.
Does he/she suffer from any other medical condition or disability?	YES/NO	Please state condition or disability:
Does he/she take, on a regular basis, any medication not previously stated?	YES/NO	Please list medication:
Has your student had a Tetanus vaccination course?	YES/NO	
Has your student had a Tuberculosis (BCG) vaccination course?	YES/NO	
Permission for Panadol to be given?		YES/NO Signature

Additional Comments:

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SPECIAL MEDICATION SHOULD BE LEFT WITH OUR NURSE AT THE HEALTH CENTRE

The information requested overleaf is required in order to provide the school with appropriate medical knowledge relating to your child and the means to make contact if necessary. It will not be used for any other purpose. If the school is unable to make contact with those named above, in an emergency the school will seek appropriate medical assistance.

You are requested to sign this form giving permission, in the case of an emergency, for this information to be passed on to a doctor or hospital, for the school to seek medical advice and also indicating your acceptance of the responsibility to reimburse the school for reasonable costs incurred.

Parents' Names
(Please print) Mother/Caregiver/Guardian OR Father/Caregiver/Guardian

Parents' Signatures
Mother/Caregiver/Guardian OR Father/Caregiver/Guardian

Date

Insurance Medical Questions

I, (name), Of (country)
Request that Pakuranga College organise my travel and medical insurance.

The following medical questions are to be completed by the student or their parent/guardian:

- 1. Are you, or the insured person, suffering from a medical condition, illness or injury, including sports-related injuries? Yes No
- 2. Have you, or any of the insured persons, been hospitalised in the past 12 months? Yes No
- 3. Are you, or any of the insured persons, currently taking any medication? Yes No
- 4. Have any of the insured persons ever received treatment for any type of heart ailment, circulatory condition, cancer, or back or spinal problems? Yes No

If you have answered "yes" to any of the questions above, you must write a full description of medical condition(s) and treatment/medication below. Medical conditions that you already suffer from are not automatically covered under the Policy. You will be advised in writing by us whether or not we are able to provide cover for your existing condition.

.....
.....
.....
.....
.....
.....

Signature:

Date:

NB: Insurance is with Southern Cross. Current cost is \$456 for one year

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INTERNATIONAL STUDENT FEES 2012

Term Dates 2012

	<u>Term Start</u>	<u>Term End</u>
Term 1	1 February	5 April
Term 2	23 April	29 June
Term 3	16 July	28 September
Term 4	15 October	7 December

The costs per international student of attending Pakuranga College in 2012 are as follows:

Tuition Fee

One full year \$13,500

NB: Short term tuition (for 1 term or 1 semester) can be arranged. Please apply to the Director of International Students.

Administration Fee (non-refundable)

Annual administration fee \$500
(paid on enrolment and re-enrolment)

Medical and Travel Insurance (with Southern Cross Travel Insurance)

Cover for one year \$456 (includes cover for baggage and personal belongings)

Designated Caregiver Support Fee \$100

Homestay Fees

If you wish Pakuranga College to arrange homestay for the student, the fees are as follows:

Homestay Placement Fee (one year) \$500
**Weekly Homestay Fee \$250 (includes processing fee of \$10 per week)

***If weekly homestay fees are paid in advance to Pakuranga College for the duration of the student's stay we will pay the fees on your behalf into the host family's bank account.*

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INTERNATIONAL STUDENT FEES

ADDITIONAL COSTS

- Subject Fees:** Some practical subjects have a charge for materials used.
- National Examinations:** You must pay the entry fees for NCEA Levels 1 to 3 (Years 11-13)
- | | |
|------------------------|-------------------|
| International students | \$383.30 |
| Scholarship subjects | \$100 per subject |
- Competitions:** Students will have the opportunity to enter national competitions. Typically these are in Mathematics, Science, English, and Chemistry. These have their own entry fees.
- School Trips:** Day field trips to Art Gallery, Historic Sites, etc.
Some costs may apply.
- Stationery:** Approximately \$100 (dependent on chosen subjects), plus scientific calculator for Mathematics [\$30].
- Uniform:** For Years 9-12 students. Approximately \$400 for girls, slightly less for boys.
- School Camps:** Some subjects have extended camps as part of their field work.
Costs will vary.
- Textbooks:** Supplied on loan free of charge.
(But there will be a charge if books are lost or damaged.)