



# Papanui High School

PLEASE REFER TO THE INTERNATIONAL ENROLMENT INFORMATION PACK BEFORE COMPLETING THIS FORM

## INTERNATIONAL STUDENT ENROLMENT FORM

**START DATE:**  **FINISH DATE:**  **Year Level:**

### A STUDENT INFORMATION

Family Name: (as in passport)		Date of Birth:    day    month    year	
Given Name(s): (as in passport)		Gender:    Male <input type="checkbox"/> Female <input type="checkbox"/>	
Preferred Name:			
Address:			
Country:		Post Code:	
Home Phone: + <small>country code    area/city code    phone number</small>		Student Cell Phone:	
Student's personal email address:			
School Transferring From:			
Nationality:		<b>Visa status - (Please ✓ tick one)</b> (a) Student Visa <input type="checkbox"/> <input type="checkbox"/> (b) Visitor Visa <input type="checkbox"/> <input type="checkbox"/> (c) Work Visa (Parent) <input type="checkbox"/> <input type="checkbox"/> (d) Exchange Programme (Programme name): <input type="checkbox"/> <input type="checkbox"/>	
First Language:			
Date of Arrival in New Zealand:			
Passport Number:			
Passport Expiry date: :    day    month    year			

### B AGENT INFORMATION

Your Agent's name:	
Company Name:	Cell Phone:
Location:	Work Phone:
email address:	
Street Address:	
Country:	Post Code:

### C SUPPORT PERSON/RELATIVE IN NEW ZEALAND (IF YOU HAVE SOMEONE)

Full Name: Dr, Mr, Mrs, Ms, Miss:	
Address:	
Post code:	
Home Phone:	Cell Phone:
Name of Workplace:	Workplace Phone:
Email Address:	



## D PARENTS' INFORMATION

<b>FATHER</b> Dr/Mr/Professor: (Please circle) <u>Full Name</u> :	
Occupation:	Cell Phone:
Name of workplace:	Work Phone:
Personal email address:	
Address:	
Country:	Post Code:

<b>MOTHER</b> (Please circle) Dr/Mrs/Ms/Miss <u>Full Name</u> :	
Occupation:	Cell Phone:
Name of workplace:	Work Phone:
Personal email address:	
Address: (If different from father's)	
Country:	Post Code:

## E TRAVEL AND MEDICAL INSURANCE

**N.B. It is compulsory for all International Students to have Travel and Medical Insurance while in New Zealand**

Papanui High School can arrange and purchase insurance with Uni-care, who have an NZ Student Plan, see here: <https://www.uni-care.org/our-policies/nz-student-plan.aspx>



Please tick one:

- I would like **Papanui High School** to arrange UNICARE insurance for me, and to add it to my invoice.
- I will take out my own travel and medical insurance and send a copy of the policy to the school before I leave my country.

### UNICARE INSURANCE DECLARATION

(Please complete this declaration only if you would like Papanui High School to arrange your insurance)

- |                          |                          |                                                                                                                                                                                                                            |
|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| YES                      | NO                       |                                                                                                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you been hospitalised in the last 12 months?                                                                                                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you suffer from, or have you ever suffered from a serious or life-threatening medical condition?                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | During the 6 months prior to this application, have you suffered sickness or injury for which medical treatment has been sought, given, recommended, or for which a reasonable person would have sought medical attention? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you suffering from a medical condition, illness or injury, including a sports-related injury?                                                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you currently taking medication? (Please give details)                                                                                                                                                                 |





## APPLICATION FOR HOMESTAY PLACEMENT

**Only fill in this section if you would like us to arrange a homestay for your child with a New Zealand family.**

### HOMESTAY CONTRACT

In return for Papanui High School finding and supervising a homestay for:

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

- 1 I guarantee the good behaviour of the student in New Zealand.  
I understand that unacceptable behaviour on the part of the student in Homestay may lead to termination of the student's enrolment at Papanui High School.
- 2 Board payments will be made to the school only, and at least half a year (22-26 weeks) in advance.
- 3 I understand that the student may not make any national or international telephone calls from the Homestay premises unless the charges are reversed. If any such calls are made I guarantee to reimburse the Homestay for any calls.
- 4 I undertake that the student will not leave the Homestay for another permanent address without the knowledge of the Director of International Students at Papanui High School.  
2 weeks' notice must be given prior to leaving the homestay (or 2 weeks' payment in lieu of notice).
- 5 I understand that in the event of the student not coming to New Zealand, Papanui High School will retain the administration fee.

If you agree to this, please sign the agreement at the end of this document.

School Policy recommends that students do not drive vehicles to school. Any exceptions to this rule must be approved by the Principal and details of current Driver License recorded.

Does your child have a current Drivers Licence?

No

Yes

Country licence issued in:

### **PERSONAL INFORMATION: (Student to complete)**

Do you smoke? (please answer honestly, so that we may place you with the correct host family)

Yes

No

(Please note that Papanui High School is a "Smoke Free School")

If you are a non-smoker would you be able to live with a family where one of the parents smoked outside?

Yes

No

Do you drink alcohol with your family?

Yes

No



# Papanui High School

Are you vegetarian, vegan or have any diet restrictions because of your religion or health?

Yes  No

Please give details: \_\_\_\_\_

Do you attend church or another place of worship on a regular basis? Yes  No

Would you like to go to church with your host family if they attend? Yes  No

List the pets (if any) that you have at home: \_\_\_\_\_

Most Kiwi families have pets, usually a cat or dog, and sometimes both. Is there any serious reason why we cannot place you in a family that has pets? \_\_\_\_\_

Do you sing or play a musical instrument? \_\_\_\_\_

What sports are you involved in through your school or a local club in your hometown? \_\_\_\_\_

What sports do you want to be involved in during your stay here? \_\_\_\_\_

What other interests do you have e.g. chess, dance etc. \_\_\_\_\_

Please describe your personality: \_\_\_\_\_

Is it a problem for you if there are small children in the home? (E.g. under 7 years of age) \_\_\_\_\_

Are there any special items you plan to bring with you? eg laptop, musical instrument \_\_\_\_\_

What worries, if any, do you have about living and studying in New Zealand? \_\_\_\_\_

What are you most looking forward to about your homestay family? \_\_\_\_\_

## **Making contact with your host family**

We think it is a good idea for you to start communicating with your host family before you arrive. If you would like to do this, please write your email address here, so that the family can write to you.

Email: \_\_\_\_\_

It is also good for the family to know something about you before you arrive, so please attach a separate piece of paper, writing about your family, hobbies, friends and home and school life, and why you want to come to New Zealand. You could also attach some photos of yourself and your family and friends.



## TUITION CONTRACT FOR INTERNATIONAL STUDENTS AT PAPANUI HIGH SCHOOL AND THE PARENTS OF THOSE STUDENTS

The Parties to this contract are:

\_\_\_\_\_  
(International student)

AND

\_\_\_\_\_  
(Parents of the International Student)

AND

Papanui High School Board of Trustees ("The School")

*Please make sure you have read and understood all the terms and conditions of enrolment, and the Homestay Contract on Page 4 before signing the declaration at the end.*

### TERMS AND CONDITIONS

1. The school will provide tuition services to the "Parents/Student". The above parties acknowledge that \_\_\_\_\_ "the student" is the recipient of the tuition services but is not party to this contract if under 18 years.
2. The school will provide tuition in accordance with the New Zealand Ministry of Education Code of Practice for the Recruitment, Welfare and Support of International Students.
3. The "Parents/Student" appoint and authorise the Principal of the School (or such other person as may be appointed by "The School" to carry out the principal's duties) to:
  - 3.1 Receive information from any person, or authority concerning the student for medical, educational and welfare purposes.
  - 3.2 Provide consents in respect of any activity carried out and authorised by "The School".
  - 3.3 Receive financial information relating to the student for immigration requirements.
  - 3.4 Provide consents that may be necessary to be given on the student's "parents"
4. "The School" shall use its best endeavours to ensure the safety, health and well-being of the student but shall not be liable for:
  - 4.1 Any damage or harm caused to the student or the student's property arising out of the student's accommodation arrangements or while attending the School or outside of normal school hours.
5. The **Refund Policy** for "The School" is based on Section 4B(7) of the Education Amendment Act (N. 4) 1991.



- 5.1 In order to be eligible for any refund the “Parents/Student” must apply in writing to “The School”.
- 5.2 If you change your mind before coming to New Zealand, full tuition fees will be refunded. “The School” reserves the right to deduct an administration cost of NZ\$500.
- 5.3 If the “Parents/Student” wishes to cancel the student’s study after coming to New Zealand, or undertake alternative study after the course has started, no refund will be made except in the case of:
  - a) Return home because of student’s serious illness
  - b) Return home because of death or serious illness of a close member of the student’s family
  - c) Compassionate grounds at the discretion of Papanui High SchoolIn the cases under New Zealand law, the school must retain amounts to cover costs already incurred. The balance will be refunded. Medical evidence must be provided.
- 5.4 No refunds will be made to the “Parents/Student” whose student is asked to leave the School because of misbehaviour, poor attendance, non-compliance with homestay regulations or violation of the New Zealand law, including traffic laws.
- 5.5 No refunds will be made to the “Parents/Student” who wishes to transfer the student to another school in New Zealand or overseas for whatever reason.
- 5.6 No refunds will be made to “Parents/Student” whose student returns home for any reason other than the student’s serious illness or death/serious illness of a close member of the family.
- 5.7 No refunds will be made to the “Parents/Student” who acquire Permanent Residence for the student or whose parents acquire a Work Visa/Permit, after having enrolled at the School.
6. The “Parents/Student” agree that the student will comply with the School Rules.
7. The “Parents/Student” must advise the International Department of any change of address, or contact details.
8. The “Parents/Student” acknowledge that personal information of the student or the “Parents/Student” held by “The School” can be used for the purpose of application for tuition, provide tuition and associated services provided by the school and as a means of communication with the “Parents/Student” with that information as “The School” sees fit.
9. All disputes will be in terms of New Zealand Law and held in New Zealand Courts.
10. The “Parents/Student” agree that the student will live in accommodation arranged or approved by the school.
11. The “Parents/Student” accept the right of “The School” to change an academic course if it is seen to be necessary for the student. Also it must be accepted that if a student commences throughout the year, the subjects of choice may not be available.
12. **Medical and Travel Insurance:** International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand



13. **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 [www.moh.govt.nz](http://www.moh.govt.nz)
14. **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 [www.acc.co.nz](http://www.acc.co.nz)
15. **Immigration:** “Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz)

CODE: Papanui High School has agreed to observe and be bound by the The Education (Pastoral Care for International Students) Code of Practice 2016  
Copies of the Code are available from the New Zealand Qualifications Authority website at <http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>

16. **Internet Acceptable Use:**  
Papanui High School makes the Internet available to students for use in their subject areas and in their homestay if applicable. We also allow students their own email account if requested (through the Library Information Centre). Before being allowed to use the Web, all students must obtain the permission of their parent/caregiver and they must agree to abide by the school’s Acceptable Use Guidelines.

**Both you and your child must sign below as evidence of your acceptance of the school’s Internet Use Guidelines.**

We would be grateful if you would read through the following requirements and discuss them with your child, and then complete the permission section below.

**Please note that:**

- access to the Internet is filtered by software that helps to ensure only suitable content can be viewed.
- Papanui High School staff reserve the right to access all student files on the Network to ensure that students are using the system responsibly
- all logins are logged and
- all Internet sites visited are logged against the user’s login name

**The following are not permitted on the Papanui Network / Homestay Network:**

- sending or displaying offensive messages
- downloading, sending or displaying obscene pictures
- using obscene language
- harassing, insulting or attacking others
- damaging, or attempting to damage computers, computer systems, or the Network
- breaking copyright laws – downloading unauthorised music or videos
- installing and playing games on the Network
- using other students’ passwords or giving other students their password





## 17. Blanket Consent for EOTC

Education Outside The Classroom (EOTC) is the name given to all events/activities that occur outside the classroom, both on and off the school site. This includes co-curricular events also (e.g. sport, music, etc.)

Our school believes in using a range of environments and experiences to enhance our students' learning.

We have ready access to the beach, rivers, mountains, and the bush in our area and beyond. We are also close to various built environments in our community, such as local businesses and recreational facilities. These areas offer rich learning opportunities for our students. Our students need to learn how to be safe both in and out of school. Thus some of the learning for students occurs beyond the school site and this document is seeking your consent for your child/ren to participate in such learning.

Yours sincerely,

Jeff Smith (Principal)

## **STUDENT DECLARATION**

I, \_\_\_\_\_ (student name) have read and understood the terms and conditions of being an international student at Papanui High School, as set out in this agreement, and agree to abide by the rules of the school and by the homestay accommodation rules and to do my best to fit in with the lifestyle of my homestay family. I accept that my homestay family and the school are responsible for me and I agree to them enforcing these rules. I have carefully studied the above rules and understand that failure to comply with these rules may result in dismissal from the school.

In accordance with the Privacy Act, 1993, I, the student, consent to the information contained in this application being available to the Ministry of Education, NZ Qualifications Authority and relevant institutions for the advancement of my education, and other agencies where disclosure is required for the maintenance of law and order, and to this information being available for school use for the purpose of improving my performance as a learner and ensuring my personal safety.

I agree to information regarding my school performance being transferred between educational institutions to which I am transferring or have transferred.

Signed: \_\_\_\_\_  
(Student)

Date: \_\_\_\_\_



## PARENT DECLARATION

We (the parents) fully accept the authority of Papanui High School and all the provisions set out in the previous pages, as well as the accompanying document, **INTERNATIONAL ENROLMENT INFORMATION PACK**. We are aware that Papanui High School, as a signatory, will act according to the Education Code of Practice (<http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>) The term of this agreement is for the duration of the student's involvement at this school.

We have read and understood the following, as contained in the two documents:

- Refund policy
- Fees protection
- Consent for EOTC
- Acceptable Internet use
- Uniform information
- Homestay rules and contract (if applicable)

If \_\_\_\_\_ is accepted at Papanui High School he/she will obey the conduct and uniform codes as outlined in this agreement. We agree to pay for any fees or levies set, and any careless damage to school property.

Further, we give permission for \_\_\_\_\_'s photograph to be used for publicity purposes. We declare that all the information provided is true and complete and that we have attached all relevant documentation as required by the school (see below). We understand that failure to disclose relevant information or the provision of false information may result in termination of this contract.

Signed: \_\_\_\_\_  
(parent's signature)

Signed: \_\_\_\_\_  
(parent's signature)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

### The School

Signed:

Date: 20 July 2017

Mrs Angela Crow, Director of International Students on behalf of the Papanui High School Board of Trustees

**Thank you for your application and we look forward to welcoming your child to Papanui High School**

Finally, remember to attach the following information to your enrolment form:

- Copy of Passport (showing status where relevant) – if born outside New Zealand
- Copy of latest School Report
- Any relevant medical / behavioural documentation