



Bucklands Beach Primary School

Information and Application  
to Enrol at

Bucklands Beach Primary School

International Students  
2018



# Bucklands Beach Primary School

## INTERNATIONAL STUDENT ENROLMENT FORM 2018

### A. Student Details

Family Name		Official First Name/s	
Preferred First Name		Gender (Male/Female)	
Date of Birth (dd/mm/yy)		Country of Origin	

Living in NZ with (name)		Relationship to student	
Student address in NZ			
Student Phone No. in NZ		Mobile Phone No.	
Emergency Contact		Emergency Phone No.	

Enrolled by (Name) or Agent/Agency		Relationship to Child	
Address if difference from above			
Phone No.		Mobile No.	

Passport No. of Student		Passport Expiry Date	
Passport No. of Parent		Passport Expiry Date	
Date of Entry to NZ		First Language	

Accommodation:      Legal Guardian       Parent

### B. International Contact Details

Mother's Name		Father's Name	
Mother's Mobile No.		Father's Mobile No.	
International Address			
Home Phone No.		Fax No.	
Email Address			
Emergency Contact No. in Home Country		Language spoken at home	

### C. Other Student Details

Please provide details of any medical conditions in an attached letter.

Speech		Any Allergies	
Sight		Any Medication	
Hearing			

### For Office Use Only:

Year Level		Room No.		Teacher		Enrol No.	
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**All International Students must have appropriate and current medical and travel insurance from their departure date from their native country to the date of return.**

Insurance Company Name	
Policy Type	
Policy Start Date	
Policy End Date	

**I confirm I have attached a copy of the medical and travel insurance policy to this agreement.**

#### **D. Acceptance of Terms**

By signing below, you acknowledge and accept the terms and conditions detailed below:

- I agree to abide by the rules and policies of the school at all times
- I have read, understood and signed the tuition agreement which shall apply if my application is successful.
- The above-mentioned child will participate in the general school programme that gives Bucklands Beach Primary School its special character.
- As parents/caregivers we will support all Bucklands Beach Primary School's policies and procedures.
- Should I obtain residency or a work permit, the enrolment period is valid up to and including the last date of International Students Fees paid.

Offers of course placement will be decided by the Principal. Should your application be successful, you will receive a letter of offer ["offer of Place"]. You will need to make payment of fees to secure the place. If you accept the offer of place, then this application for tuition and the attached tuition agreement shall be the terms and conditions of agreement by which tuition shall be provided to the student. A parent or legal guardian must sign the terms. The parent or legal guardian shall be bound by these terms and conditions. **Your signature below attests that you understand and accept the Policies and Procedures as sated on this Enrolment Form. Inaccurate or incomplee information could result in termination of this contract.**

#### **Additional Information**

Please list the names of family members likely to be attending Bucklands Beach Primary School in the future.

.....  
 .....

Date of Birth .....

Date of Birth .....

#### **E. Application Checklist**

Tick

Copy of Passport – Title page and student permit/visa if applicable	Attached	
Signed 'Refund Policy' Document	Attached	
Passport sized photography of student	Attached	
A Copy of Travel/Medical Insurance	Attached	
Legal Guardian/Designed Caregiver Document	Attached	

A copy of the Education (Pastoral Care of International Students) Code of Practice 2016 by visiting: <http://www.nzqa.govt.nz/studying-in-new-zealand/coming-to-study-in-new-zealand/international-student-care/>

In terms of the Privacy Act, I understand that the information on this form is collected to form part of the essential information the school holds on my child. The records made from this information may be viewed on request at the school. I approve the forwarding of information when my child transfers to another school.	I understand that the school will take action on my behalf in case of sudden illness or injury, and I agree to abide by school policies	
	Signature of Parent/Legal Guardian	Date:

## F. Tuition Agreement

This agreement is between the school and the student and it shall be signed on behalf of the International Student by a parent or legal guardian of the Student.

"The School"	<b>Buckland's Beach Primary School</b>
"The Student"	

1. The Board of Trustees advises that overseas students **must live** with their parent(s) while enrolled at Bucklands Beach Primary School.
2. If the parent(s) of an International Student leave NZ for any period of time while an International Student is enrolled at Bucklands Beach Primary School the school must be immediately informed of the circumstances and reasons for the move to determine the ongoing arrangements for the International Student enrolled at Bucklands Beach Primary School.

Furthermore, when an International Student stops attending our school, for whatever reason, the school must be officially informed.

The school enrolment form requests particulars of your address in NZ and overseas and all phone contact numbers. The school must be immediately informed when there is a change of address/phone contacts.

3. Termination of Enrolment - Continual misbehaviour, unsatisfactory progress or the inability of the school to provide for the special needs of an International Student may be reason for the school to terminate enrolment. Fair and due process will be followed by the school in such an eventuality.
4. The school is not able to meet the financial responsibilities of catering for pupils with special needs (Behavioural/Intellectual/Physical). To ensure enrolment/continuing enrolment of special needs pupils parents must make an additional financial provision to assist the school meet the International Student's needs.

This financial provision will be indicated by the Principal on enrolment, or on continuing enrolment and will be non negotiable.

5. Special needs International Students or the medical/learning problems/special needs of International Students must be identified on enrolment. To not do so may jeopardise continuing enrolment.
6. School Fees will be paid in advance.
7. **Complaints:** If you (the parent/legal guardian) have a complaint, you should write to the Principal. If you are not satisfied with the complaints process with the school then you should contact New Zealand Qualification Authority (NZQA) – [www.nzqa.govt.nz](http://www.nzqa.govt.nz) Student complaints about providers' compliance with the Code of Practice for further information. A flyer is available in your enrolment pack. This is correct for all complaints other than contractual or financial disputes.

Under clause 33 of the Code, you will see that we are required to comply with the DRS rules. The DRS resolves contractual and financial disputes between international students and the school. You will be referred to Fairway Resolution Limited (the agency appointed to administer the DRS) under the International Student Contract Dispute Resolution Rules 2016 (DRS).

## **G. Refund Policy for Foreign Students**

Applications for fee refunds must be made in writing to the Buckands Beach Primary School Board of Trustees within one month of the student's last day at school (or within one month of the student gaining permanent residency) explaining the special circumstances.

If a parent applies for a refund **BEFORE** the course starts, the school will refund the fees in full, less an administration fee. If they apply for a refund **AFTER** the course starts, the school determines the level of refund, taking into account costs already incurred, and an administration fee. Special circumstances are taken into consideration (e.g. death of a close family members, serious illness, accident).

If a student withdraws from their course of study before the completion date, they may be eligible for a refund of the tuition fees. The school will always investigate requests for a refund and act fairly.

The school will consider refunding all or part fees if:

- There are special circumstances and proof is supplied (e.g. the child has a serious illness or accident, or the family needs to return home because of a family member's death).
- The child gains permanent residency during the course (documentation of the residency **MUST** be provided within 14 days of it being granted).
- The school is closed for a period of one week or more due to force majeure (defined as an event beyond the reasonable control of the school, such as snow, earthquake etc)

The school is not obliged to refund fees if the child:

- Has been asked to leave the school because of poor attendance or a breach of the enrolment conditions
- Wishes to transfer to another educational institution for any reason
- Has special needs that were not explained to the school on the enrolment form

The refund policy must include conditions for the following situations:

- Failure by a student to obtain a study visa
- Voluntary withdrawal by a student
- The school ceasing to provide the agreed educational programme
- The school ceasing to be a signatory to the Code of Practice
- The school ceasing to be a provider

If the school ceases to provide the agreed educational programme or ceases to be a signatory to the Code of Practice, Bucklands Beach Primary School will deal with the fees paid for services not delivered or the unused portion of fees by:

- Refunding the amount in question to the student (or the student's parent or legal guardian)
- Transferring the amount to another signatory as agreed with the student (as specified in the Code)

#### **H. Execution**

By signing below, I acknowledge that I have read and fully understand these terms and conditions set out in the **Bucklands Beach Primary School Refund Policy**.

<b>Parent/Legal Guardian Signature</b>	
<b>Name of Parent/Legal Guardian</b>	
<b>Address of Parent/Legal Guardian</b>	
<b>Date</b>	



# Buckland's Beach Primary School

## INTERNATIONAL STUDENTS

### INFORMATION

Buckland's Beach Primary School has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016 published by NZQA. Copies of the Code are available on request from this institution or from the NZQA website at:

<http://www.nzqa.govt.nz/studying-in-new-zealand/coming-to-study-in-new-zealand/international-student-care/>

### Greetings

Buckland's Beach Primary School welcomes fee-paying international students. These students must live in New Zealand with **either both parents or one parent**. We do not accept students in homestay or caregiver situations.

International Students, who are not entitled to free enrolment at NZ schools, may be enrolled at Buckland's Beach Primary School if space allows.

### The Board of Trustees have set the 2018 International School Fees as follows:

<b>1 calendar year</b>	<b>\$10,500.00</b> Plus GST	includes	\$600.00 administration \$900.00 MOE fees Includes Stationery Pack
<b>1 term</b>	<b>\$2,625.00</b> Plus GST	includes	\$600.00 administration \$900.00 MOE fees Includes Stationery Pack
<b>2 terms</b>	<b>\$5,250.00</b> Plus GST	includes	\$600.00 administration \$900.00 MOE fees Includes Stationery Pack
<b>3 terms</b>	<b>\$7,875.00</b> Plus GST	includes	\$600.00 administration \$900.00 MOE fees Includes Stationery Pack

All fees are payable in advance. Please note, there is no guarantee of a place at Buckland's Beach Primary School **until fees have been paid in full** even when there has been an official offer of a place. (The reason for this is that there are limited places for International Students at Buckland's Beach Primary School and the school might otherwise have turned away another International Student on the expectation that an accepted student would start school and pay their fees).

**Fees can be paid directly into the school bank account**

**Account Name: Bucklands Beach Primary School Board of Trustees**

**Account Number: 123089 0102364 00**

### Other Fees

Besides paying school fees, you need to know there are other costs which are part and parcel for each student in this school.

- \* School Uniform
- \* School Camp (Year 6 only) - \$TBA for 20178 (Camp Adair, Hunua)
- \* Transport costs (for class visits)
- \* Entrance fees (for class visits)
- \* Scholastic Book Club (for discretionary purchases)
- \* School lunches/snacks are available online through our website [www.bbps.school.nz](http://www.bbps.school.nz) these are paid for by the student/parent, Thursday & Friday Only.
- \* Any out-of-school tuition e.g. piano / Mandarin lessons / Basketball / Summer Hockey

Because we are a State School with limited Government funding, the Board and the PTA frequently raise money for the school through a wide range of activities. (Movie nights, raffles, sale of chocolates etc). All funds raised go back to the school to support all our pupils.

International Students are not expected to pay the 'School Donation' as this is included in your International Student Fee.

- **Medical and Travel Insurance** - Most students are not entitled to publicly funded health services while in New Zealand unless they are:
  - \* A resident or citizen of Australia; or
  - \* A national of the United Kingdom in New Zealand; or
  - \* The holder of a temporary permit that is valid for two years or more.

If you do not belong to one of these special categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. Medical and Travel insurance is compulsory for your entire stay in New Zealand. We strongly recommend that you get your insurance policy prior to leaving your home country. 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>.
- **Immigration** - Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at

<http://www.immigration.govt.nz>



- Please note, that should you decide at some stage to change schools then an application for variation of the conditions of the student permit must be made to the NZ Immigration Service.
- You will be given a copy of our International Students Fees Refund Policy. Please do read this policy. If you need clarification of any points included in the policy, please ask.
- The Board of Trustees guarantees a refund of unspent fees if for some reason the school is not able to continue the enrolment of International Students. The school holds insurance policies with QBE Insurance to cover most eventualities.
- The school does not have any facilities for accommodation and does not have any accommodation agents. You will need to make your own accommodation arrangements while your child(ren) attend our school. Rental accommodation ranges from \$NZ400 for a house/unit and can be hard to find close to the school.
- More than one third of our pupils come from out of zone. Should you find rental accommodation out of zone you will need your own transport as bus services to and from the school are somewhat limited.
- Bucklands Beach Primary School will provide a normal class programme for its International Students, and the full range of school activities available to its regular students.
- In addition, International Students will be supported by an ELL teacher and will participate in a self-pacing boxes tutoring programme. A staff member will be responsible for the Welfare and Pastoral Care, in accordance with the Code, of our International Students.
- Please note: Enrolment at Bucklands Beach Primary School does not guarantee enrolment at any other school.

### **Grievance Procedure - How to make a complaint**

What to do if you have a complaint:

When you come to New Zealand as an international student, you can expect to receive a high standard of education, and to feel safe and well cared for while you live and study here. If you have a complaint, it is important that you go through the right steps.

Here is what you need to do:

***Ask your education provider to resolve your complaint.*** The Principal of Bucklands Beach Primary School is your first point of contact for any complaint you have, including any complaint about the agents we use.

Follow that process to see if your complaint can be resolved by us. If your complaint is not resolved - contact NZQA

If we have not resolved your complaint, and you still wish to have it resolved, then you can contact NZQA. NZQA is a government organisation. They can provide an independent assessment of your complaint and will either investigate your concerns or advise you what you can do next

You can submit your complaint query on the NZQA website, or send an email to [qadrisk@nzqa.govt.nz](mailto:qadrisk@nzqa.govt.nz)

If you need more information on the complaints process, contact NZQA on 0800 697 296.

**Or - if it is a financial dispute** – you can contact FairWay Resolution. FairWay Resolution is available to help you resolve financial or contractual disputes with your education provider. There is no cost to you for this service. FairWay Resolution is an independent service with experience in helping people to resolve disputes. You can contact FairWay Resolution on 0800 77 44 22. New Zealand's quality standards.

All international students enrolled with a New Zealand education provider are covered by the Education (Pastoral Care of International Students) Code of Practice 2016.

This is legislation that outlines the level of care that education providers, and their agents, must provide to international students while they live and study in New Zealand. The education system is regulated with strong quality assurance systems across the board. In general, as an international student you can expect that:

- the quality of teaching and learning you receive will meet high educational standards
- the marketing and promotion information you receive before you enrol is clear, complete and accurate so you can make a well -informed decision about whether an education provider is the right choice for you
- education providers' agents give you reliable information and act with integrity and professionalism
- you will receive enough information and support to help you with your enrolment, including understanding the legal obligations you have, and that you will receive all the proper documentation
- you are welcomed and have enough information, guidance and support to help you settle into your new life in New Zealand
- your study environment is safe, and that you have a safe place to live

### **About the Education (Pastoral Care of International Students) Code of Practice**

The New Zealand Government's Education (Pastoral Care of International Students) Code of Practice is a document that clearly outlines the full legal requirements that education providers enrolling international students must abide by - to read this, go to the NZQA website – [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

**Please acknowledge you have received this information.**

**I have received Bucklands Beach Primary School International Students Information.**

**Name:** \_\_\_\_\_

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

**Signed:** \_\_\_\_\_



## INTERNATIONAL STUDENTS

### Enrolment Terms and Conditions

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Furthermore, when an International Student stops attending the school, for whatever reason, the school must be officially informed.

The school enrolment form requests particulars of your address in NZ and overseas and all phone contact numbers. The school must be immediately informed when there is a change of address/ phone contacts.

3. Termination of Enrolment - Continual misbehaviour, unsatisfactory progress or the inability of the school to provide for the special needs of an International Student may be reason for the school to terminate enrolment. Fair and due process will be followed by the school in such an eventuality.
4. The school is not able to meet the financial responsibilities of catering for pupils with special needs (Behavioural/Intellectual/Physical). To ensure enrolment/continuing enrolment of special needs pupils' parents must make an additional financial provision to assist the school meet the International Student's needs.

This financial provision will be indicated by the Principal on enrolment, or on continuing enrolment and will be non negotiable.

5. Special needs International Students or the special needs of International Students must be identified on enrolment. To not do so may jeopardise continuing enrolment.
6. School Fees will be paid in advance.

**The Board of Trustees has set the 2018 International School Fees as follows:**

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All fees are payable in advance. Please note, there is no guarantee of a place at Bucklands Beach Primary School **until fees have been paid in full** even when there has been an official offer of a place. (The reason for this is that there are limited places for International Students at Bucklands Beach Primary School and the school might otherwise have turned away another International Student on the expectation that an accepted student would start school and pay their fees).

The most recent school report (and transcript if necessary) will need to be supplied prior to a place being offered at Bucklands Beach Primary School. This report should comment on a student's personality and behaviour as well as their academic progress.

**I have read, understood and accept the terms and conditions of enrolment.**

Name \_\_\_\_\_  
Print

Signed \_\_\_\_\_  
Date \_\_\_\_\_

Name of Child(ren)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## International students - How to make a complaint

### What to do if you have a complaint

When you come to New Zealand as an international student, you can expect to receive a high standard of education, and to feel safe and well cared for while you live and study here.

If you have a complaint, it is important that you go through the right steps.

Here is what you need to do.

#### Ask your education provider to resolve your complaint

Your education provider is your first point of contact for any complaint you have, including any complaint about the agents your provider uses.

They must have a complaints process in place for you to go through, and they must tell you what that process is. Follow that process to see if your complaint can be resolved by your provider.

#### If your complaint is not resolved – contact NZQA

If your education provider has not resolved your complaint, and you still wish to have it resolved, then you can contact NZQA. NZQA is a government organisation. They can provide an independent assessment of your complaint and will either investigate your concerns or advise you what you can do next.

You can submit your complaint query on the NZQA website, or send an email to [qadrisk@nzqa.govt.nz](mailto:qadrisk@nzqa.govt.nz)

If you need more information on the complaints process, contact NZQA on 0800 697 296.

#### Or – if it is a financial dispute – you can contact iStudent Complaints

iStudent Complaints is available to help you resolve financial or contractual disputes with your education provider. There is no cost to you for this service.

iStudent Complaints is an independent service with experience in helping people to resolve disputes. You can contact iStudent Complaints on 0800 00 66 75.

### New Zealand's quality standards

All international students enrolled with a New Zealand education provider are covered by the New Zealand Government's Education (Pastoral Care of International Students) Code of Practice.

This is legislation that outlines the level of care that education providers, and their agents, must provide to international students while they live and study in New Zealand.

The education system is regulated with strong quality assurance systems across the board.

In general, as an international student you can expect that:

- the quality of teaching and learning you receive will meet high educational standards
- the marketing and promotion information you receive before you enrol is clear, complete and accurate so you can make a well-informed decision about whether an education provider is the right choice for you
- education providers' agents give you reliable information and act with integrity and professionalism
- you will receive enough information and support to help you with your enrolment, including understanding the legal obligations you have, and that you will receive all the proper documentation
- you are welcomed and have enough information, guidance and support to help you settle into your new life in New Zealand
- your study environment is safe, and that you have a safe place to live

### About the Education (Pastoral Care of International Students) Code of Practice

The New Zealand Government's Education (Pastoral Care of International Students) Code of Practice is a document that clearly outlines the full legal requirements that education providers enrolling international students must abide by – to read this, go to the NZQA website.

### About NZQA

NZQA is a government organisation which manages the quality of New Zealand qualifications, and also acts as the Administrator of the Education (Pastoral Care of International Students) Code of Practice.

[www.nzqa.govt.nz](http://www.nzqa.govt.nz)