



## INTERNATIONAL STUDENT ENROLMENT FORM

### 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 incomplete information could result in termination of this contract.**

<b>Additional Information</b>	
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>Bucklands 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 have a complaint about Bucklands Beach Primary School breaching the Education (Pastoral Care of International Students) Code of Practice 2016, follow Bucklands Beach Primary Schools formal complaint process first – i.e. the Principal of Bucklands Beach Primary School is your first point of contact.

If this does not resolve your complaint, you can contact the New Zealand Qualifications Authority (NZQA) by phone on 0800 697 296 or email [gadrisk@nzqa.govt.nz](mailto:gadrisk@nzqa.govt.nz).

Or, if it is a financial or contractual dispute, you can contact iStudent Complaints by phone on 0800 00 66 75. More information is available on the iStudent Complaints website: <http://www.istudent.org.nz/istudent-complaints>.

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 Bucklands Beach Primary School Board of Trustees within one month of the student's last day at school (or 14 days 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 student fails to obtain a necessary study visa.

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

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>	